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Volume 4, Number 4 *February 25-March 10, 1989*

UCSF Newsbreak

Campus Prepares for "125th Celebration"

It's finally here!! After months and months of planning, the campus is ready to announce its plans for a birthday celebration. You didn't know we were celebrating our birthday? Well, we are. And it's a biggie: 125 years!

Perhaps a little history: The year was 1864. Hugh Toland decided to start the Toland Medical College in North Beach on Stockton and Chestnut Streets. And that's where UCSF began. And since that time we have developed into one of the most eminent academic health science centers in the world.

So, get ready for one great celebration. But, it won't be like most birthday parties. UCSF won't be expecting the regular array of presents and the like. Instead, we will be giving much more than we will be receiving, as we invite our friends and neighbors in the Richmond, the Sunset, Laurel Heights, the Haight, the Castro, in fact, the entire city to a year-long celebration the entire Bay Area will remember for years to come.

You see, during our anniversary celebration we won't be resting our reputation on past achievements. But, instead we will concentrate on what our campus is all about today, and what we can offer the people of San Francisco tomorrow.

In a letter to the campus explaining our celebration, Chancellor Krevans and Lloyd H. Smith, Jr. of the School of Medicine, chair of the 125th anniversary, said that the celebration "can serve as a focal point for examining what we now do in education, research, patient care and community service, and how we can carry out those activities even more effectively in the future."

The celebration will begin with a special kickoff event on Saturday, October 14. The entire city will be invited to mingle in a marvelous air of excitement. There will be all kinds of entertainment with well-known celebrities. There will be tours of our world-famed hospital units and research facilities, plus a huge health and science fair with tons of exhibits.

Then throughout the year, the campus will reach into the community. Besides being part of virtually every health fair, science fair, street fair, and race event this city has to offer, here are a few other events the campus has planned:

- Expanding our Science Education Program. Instituted by some of our top scientists to improve science teaching in local public schools, this program is tremendously popular and successful.
- Expanding our cardiopulmonary resuscitation (CPR) training. Remember "Save-

(continued on page 2)

Martin is New Medical Dean

Joseph Boyd Martin, MD, PhD, of Harvard has been appointed the new dean of the School of Medicine, subject to UC Regents approval at their March 16-17 meetings.

Martin is the Julieanne Dorn Professor of Neurology at Harvard Medical School and chief of the neurology service at Massachusetts General Hospital. He is internationally recognized as a leader in the field of neurological sciences, with particular focus on neuroendocrinology and brain peptides.

Due to Martin's interest in using molecular biology to better understand the causes of neurodegenerative and other neurological diseases, Massachusetts General recently established a new interdisciplinary neuroscience center, of which Martin is now director.

Born in Alberta, Canada, Martin received his MD from the University of Alberta in 1962 and his PhD in anatomy from the University of Rochester in 1970. He taught at McGill University until 1978 when he took his current position at Harvard. He served as interim general director at Massachusetts General in 1981.

Martin is a member of the American Society for Clinical Investigation, the Institute of Medicine of the National Academy of Sciences, the Association of American Physicians, and a fellow of the American Academy of Arts & Sciences. He is the editor of the

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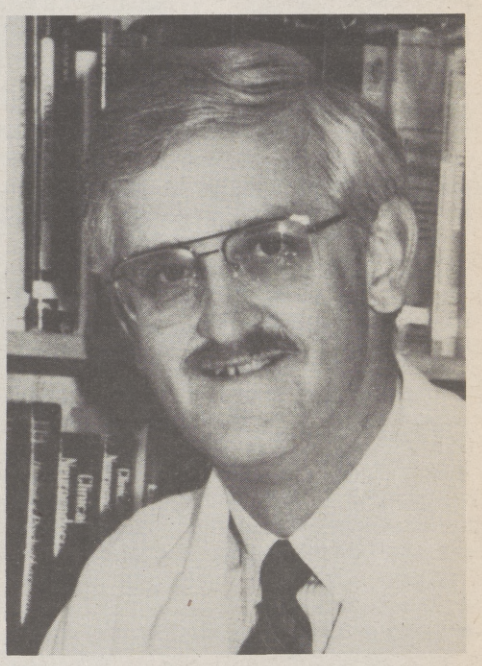
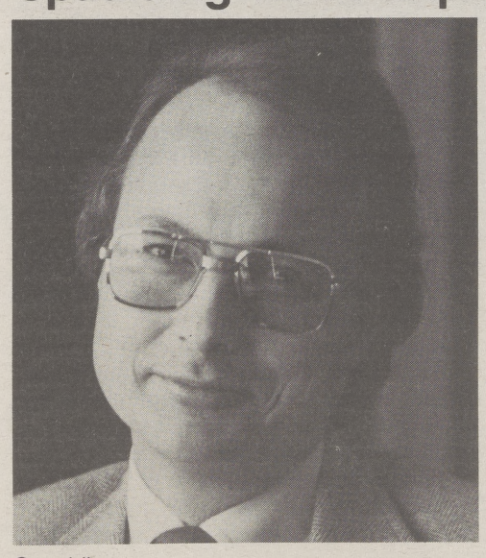


Martin

Spaulding Takes Expanded Vice Chancellor Position



Spaulding

Bruce W. Spaulding, who has been Vice Chancellor—Business & Fiscal Services since he arrived on campus a year ago this week, has agreed to transfer to a newly restructured and broadened position—Vice Chancellor for University Advancement and Planning, following UC Regents' approval. As such, he will coordinate campus planning, development, public affairs, external relations and environmental impact activities.

This position is an expansion of Thomas Rolinson's post of Vice Chancellor—Resource Management and Planning Services. In preparation for his retirement, Rolinson, who has been on campus for the last nine years and in the UC system since 1954, has asked to step down to take on a transitional role of assisting with campus administrative services and handling special projects for the campus.

According to Senior Vice Chancellor—Administration Herbert Suelzle, the campus has decided to expand and restructure the position in order to bring together all the functions related to the growth and development of the campus. "The ability of the campus to continue to develop, find additional space and interact effectively with the external communities are all interrelated," said Suelzle.

"We are fortunate that Vice Chancellor Spaulding has substantial background and experience in all of these areas from his former position as chief administrative officer for Fresno County and before that as county manager for Clark County, Nevada," Suelzle said. Spaulding, who holds full certification from the American Institute of Certified Planners, also will act for Suelzle in his absence.

The restructured Vice Chancellor post includes responsibilities for:

(continued on page 2)

A scientific symposium was held on January 31 to officially open the new Facility for Gel Analysis. With Director Lois Epstein (far right) are Brisdell E. Hunte (center), systems manager of the new facility; and (left to right) speakers Marc R. Krauss, Protein Databases; James I. Garrels, Cold Spring Harbor; and Stephen H. Blose, also of Protein Databases.

New Facility for Gel Analysis

A new facility for analyzing proteins made by cells has just officially opened in our Cancer Research Institute. Called the UCSF Facility for Gel Analysis, it is the only one of its kind on the West Coast and one of only a few in the world.

Headed by Lois B. Epstein, MD, professor of pediatrics and director of the Tumor Immunology and Interferon Unit in the CRI, the new facility uses the latest equipment to scan and study, match and quantify two-dimensional gels to develop protein databases within the PDQUEST computer system. PDQUEST is an acronym for Protein Databases Quantitative Electrophoresis Standardized.

Here's how it works: Campus investigators separate proteins from one another according to their size and electrical charge by a technique called two-dimensional gel electrophoresis. The gels then are brought to the facility to be analyzed, where they are automatically scanned and the information transferred to the memory of a Sun computer, part of the PDQUEST system.

This information then can be used to compare the proteins made by numerous types of cells under a variety of different conditions. These conditions include exposure to cytokines and hormones, drugs, and radiation, as well as differentiation and development. The facility has the capability of measuring more than 1,000 proteins at one time.

The system is based on scientific advances made in the laboratory of James Garrels of Cold Spring Harbor Laboratory and extended by scientists at Protein Databases, Inc. in Huntington Station, NY.

The facility was made possible due to a grant from the NIH Division of Research Resources and the encouragement and additional support of Rudi Schmid, MD, PhD, dean of the School of Medicine, and Marvin Sleisenger, MD, acting director of the CRI.

Richard Leakey is Rowell Lecturer

Paleoanthropologist Richard E. Leakey, director of the National Museum of Kenya, will discuss "The Origins of Mankind," as the Eighth Annual Milo E. Rowell Memorial Lecturer on Tuesday, February 28, at 6:30 p.m. at Tornino's, 5080 North Blackstone, Fresno.

Leakey is the son of the late Dr. Louis S.B. and Mary Leakey, two of the most famous figures in anthropology. He and his team are well known for their 1969 discovery of an *Australopithecus* (a type of South African ape), which was missing only its teeth and lower jaw. This was followed by another major discovery in 1972: A skull, which showed it could handle more than half the size of a modern human brain, and thigh bones practically indistinguishable from the same bones of modern man.

The Leakey team determined these fossils to be of the genus *Homo*. But, more importantly, they estimated the skull and thigh bones to be some 2.2 million years old. According to Leakey and his team, this meant that in eastern Africa, an upright and bipedal form of *Homo* co-existed with, and is not descendent of, *Australopithecus*, and therefore is a separate evolutionary line.

For further information on the Rowell invitational lecture/dinner, call x63882.

Thank You Fisher Sci

Some great sounds are coming out of UCSF-Laurel Heights these days. Fisher Scientific, a company providing over 80,000 products for all sorts of scientific uses, donated $2,000 to help upgrade the auditorium's sound system. According to Karen Attix, manager of Arts & Lectures, "This is great timing for our 'Just About All Jazz' concert series. We're presenting the very best names in jazz with a professional, state-of-the-art sound system." (The jazz series continues on Friday, March 3, with jazz vocalist Sheila Jordan. See inside calendar for details.)

Meanwhile, Karen wants everyone who had tickets for saxophonist Richie Cole (he was stuck in Reno and couldn't make his February 3 performance) to hold onto them and use them for his rescheduled Friday, May 12, appearance. But, if you want a refund, that's okay, too. Just call Karen at x62542.

Pacific Rim Projects

The Universitywide Pacific Rim Research Program announces that money now is available to fund 20 research projects for 1989-90. All proposals, including those for research in the sciences and technology, should demonstrate the relevance of the research to contemporary social problems and issues in this region.

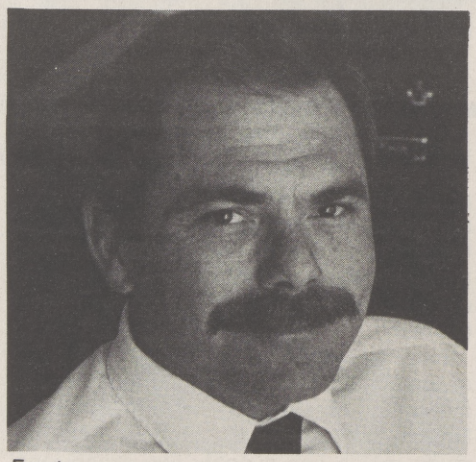
Collaborative research involving UC faculty at more than one campus, faculty from one or more foreign universities, or multidisciplinary research is encouraged. Grants may range from $30,000 to $100,000 per project per year. Send proposals to the Pacific Rim Research Project, 359 University Hall, 2199 Addison, Berkeley, CA 94720 by Wednesday, March 15. For further information call program officer Martha Winnacker at 642-2330.

Spaulding *(continued)*

- Associate Vice Chancellor—University Advancement & Planning (vacant), which includes capital planning, operating and capital budgeting, space management, institutional research and long-range development planning.
- Assistant Chancellor for Communications Michela Reichman, who is responsible for news and institutional relations and other internal and external communications. She will have the additional responsibility of working directly with the Chancellor and Suelzle on general strategy issues.
- Assistant Chancellor for Public Service Programs Tom Gwyn, who is responsible for community and government relations.
- Director of Development Kathleen Kane, who is responsible for fundraising.
- Assistant Vice Chancellor David Layne, who is responsible for environmental impact reports and legal issues.
- Assistant Vice Chancellor Roy Balzer, who is responsible for Environmental Health & Safety.
- Administrative Budget Unit Director Chris Slaboszewicz, who is responsible for developing budgets for all administrative areas.

Spaulding will continue to oversee the facilities programs and the systems areas until a replacement is found.

Meanwhile, in the systems area, the campus welcomes David Ernst as the new



Ernst

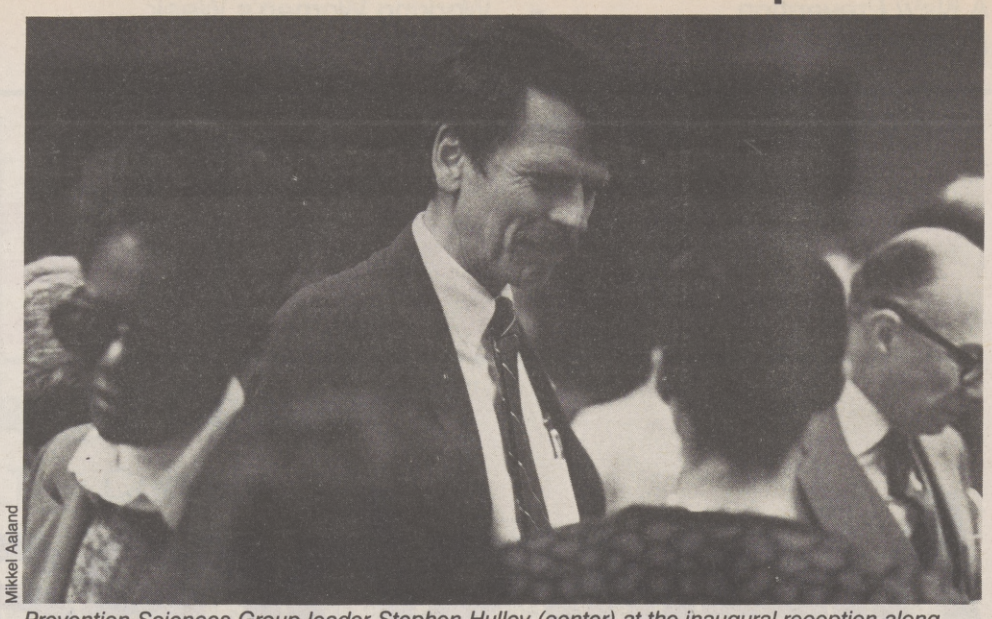
Assistant Vice Chancellor—Information Systems. He will be responsible for the combined units of Administrative Information Systems (AIS) and the Computer Center. Ernst most recently was director of information systems at Stanford and previously served as assistant vice chancellor of information systems at UC-San Diego.

Researchers Join to Form New Prevention Sciences Group

The UCSF Prevention Sciences Group (PSG) held its inaugural celebration on Friday, February 10, with a symposium discussing key research and an open house at its new downtown quarters at 74 New Montgomery. This new confederation brings together a variety of UCSF researchers conducting disease prevention studies ranging from AIDS to osteoporosis to heart disease.

Led by Stephen B. Hulley, MD, professor and vice-chair, epidemiology and international health, PSG houses the Clinical Epidemiology Program and several prevention research activities.

Some 90 UCSF faculty and staff, including 16 principal investigators, are members of the group. Before this year, scientists conducting prevention studies were spread around the city—at the main campus, SFGH and other satellite locations. PSG will enhance collaboration and communication among scientists doing related research. Many of the researchers are involved in other activities at UCSF, which will insure against isolation from the main campus.



Mikkel Aaland

Prevention Sciences Group leader Stephen Hulley (center) at the inaugural reception along with (far left) CAPS postdoc Katherine Haynes and (far right) UCSF's Piero Mustacchi, clinical professor, medicine & preventive medicine.

Among PSG's major projects are:

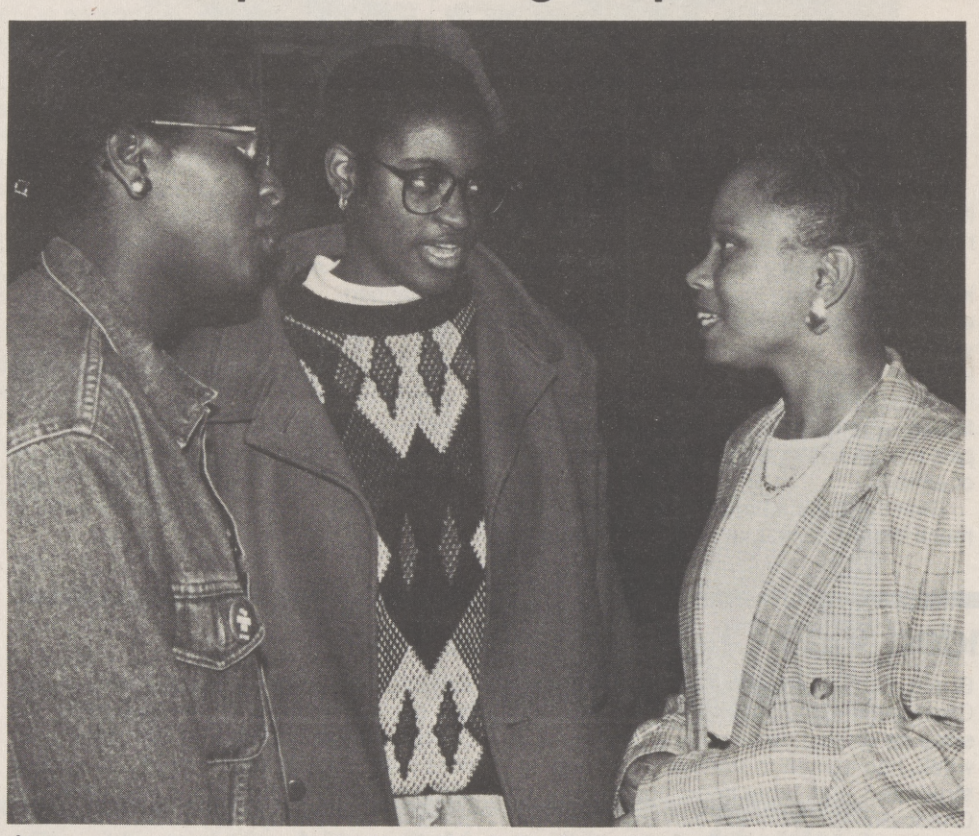
- Center for AIDS Prevention Studies—CAPS. Funded with a five-year, $11 million grant from the National Institutes of Mental Health, this is one of five major AIDS prevention research centers in the country. Epidemiologists and behavioral scientists from UCSF, the Bayview Hunter's Point Foundation and the city's Department of Public Health are studying high and low HIV risk behaviors in various populations and possible interventions to control the epidemic.

A key study led by Mindy Fullilove, MD, assistant professor, psychiatry, is looking at how to reduce AIDS risk in the minority communities. Another, led by Thomas Coates, PhD, associate professor, medicine, looks at the role of HIV antibody testing for modifying risk behavior.

- Osteoporotic Fractures Study. This six-year, $7 million multi-center study is following nearly 10,000 elderly women to determine whether diet, exercise, hormones, drugs and other factors are causes of hip fractures. The study, led by Steven Cummings, MD, assistant professor of medicine and epidemiology, is the largest of its kind.
- Cardiovascular studies. Researchers are studying the treatment of hypertension in men with ECG abnormalities, the public health impact of eating less fat, ways to get people to stop smoking and the causes of middle-aged cardiovascular risk factors in both blacks and whites.
- Other PSG projects focus on preventing neck injuries in children with Down's Syndrome and corporate health promotion.

For further information or to reach a PSG researcher, call 597-9100.

Please Help the Suffering People of Sudan



At a press event to promote the "Airlift for Africa": Stanford's Ahimsa Sumchai (right), medical director for the project, and UCSF medical students Vaneida White (left) and Arleen Brown.

As a part of the Black Heritage Month activities at UCSF, the sponsoring committee urges you participate in a drive to help Sudan—where more than 250,000 people starved to death last year. Bring canned food items—especially vegetables and juices—flashlights, batteries, blankets and plastic sheeting and deposit them in the barrels marked "Airlift for Africa" by next Tuesday, February 28. The flights are scheduled for the first week of March. A letter that went out to deans and directors last week also urged the donation of basic pharmaceuticals and supplies, both from UCSF and vendors. For further information, call Barbara Wilson at x61226.

Martin *(continued)*

widely-used textbook, *Harrison's Principles of Internal Medicine*.

Martin's appointment becomes effective July 1, when Dean Rudi Schmid steps down after his six-year tenure. It is University policy for those in academic positions to retire at the age of 67.

Several events are being planned to honor Dean Schmid. All School of Medicine departmental chairs, deans and directors have been invited to a special dinner on Saturday, May 20, at the Clift Hotel. A campus-wide symposium with presentations covering a broad range of topics in which Dean Schmid has had special interest will be held on Friday, June 16. An invitational dinner dance will follow that evening. See future issues of *Newsbreak* for details.

Writing a Successful Grant

A panel discussion on how to write a successful grant will be held on Monday, March 6, from 3 to 5 p.m. in HSW 302. Intended primarily for junior faculty and postdoctoral fellows, the program also is open to advanced graduate students and other interested faculty. Call the Office of the Senior Vice Chancellor, Academic Affairs, x61881 or x62218, by Wednesday, March 1, if you plan to attend.

125th *(continued)*

a-Life Saturday" at Candlestick last September? Much more of the same.

- Devising new educational exhibits at the Exploratorium and the California Academy of Science.
- Attracting to San Francisco thousands of AIDS researchers and caregivers from around the world as we sponsor the International AIDS Conference in 1990.

As the letter from Krevans and Smith stated, "This year of celebration will succeed only to the degree that it accurately represents the whole campus community."

Wouldn't you like to be involved in one of the biggest events this campus has ever seen? And one of the most spectacular parties the Bay Area has ever been invited to? Input is now needed from every member of the campus community. Care to get involved? Maybe volunteer at a race or a health fair? Just call x63954.

Newsbreak will be keeping you posted on all of the year-long events, including special staff recognition events the week preceding the October 14 kickoff, when each campus location will have something happening.

UCSF *Newsbreak*

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Deadline for the next issue, which will cover March 11-24, will be on Tuesday, February 28, at 11 a.m. Please send campus news copy to Allen Balderson, Medical Center news to Dawn Finch, and calendar and gazette items to Donald Hickerson, all at Box 0462. Last-minute copy can be taken over the telephone by calling x61541 or x62557.

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Med Center writer: Dawn Finch
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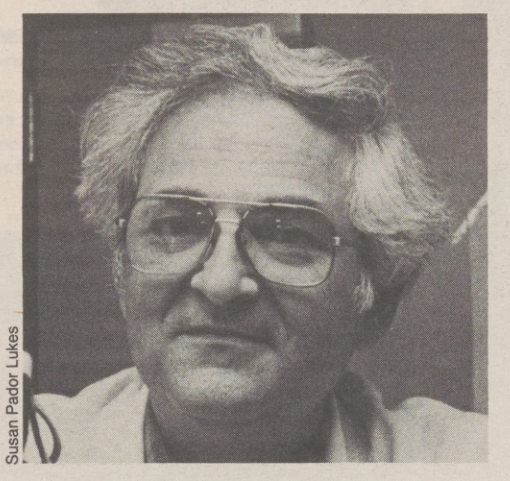
Photography: Allen Balderson, Dawn Finch, Donald Hickerson

Michela Reichman, Assistant Chancellor—Communications

Gazette

Honors & Awards



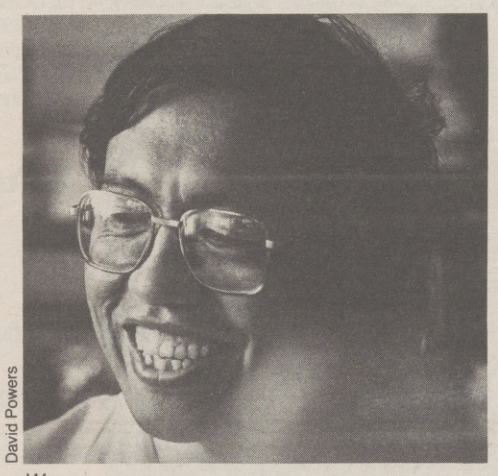
Susan Pador Lukes

Sheldon Berrol, associate clinical professor, physical medicine & rehabilitation, neurology & neurosurgery: Winner of the William A. Spencer Lectureship Award from the Baylor College of Medicine for his work on head injury. He spoke on "The Physiological Basis of Movement Therapy," Jan. 6.

Allan V. Giannini, associate clinical professor & allergy consultant, pediatrics: Visiting professor, Ain Shams University Medical School, Cairo, Egypt. He lectured on asthma prevention and immunotherapy, Feb. 13-17.

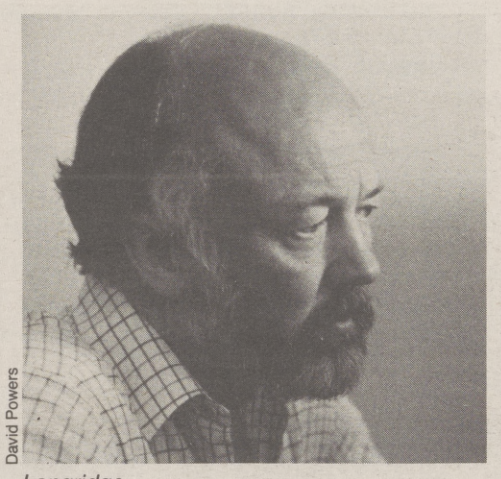
Jean M. Poupard, clinical professor, dental public health & hygiene: Awarded a Certificate of Appreciation by the SF Unit of the American Cancer Society for her work on the Great American Smokeout.

Wang, Langridge & Baumrind Elected New AAAS Fellows



David Powers

Wang



David Powers

Langridge

These three UCSF scientists were elected fellows of the American Academy of Sciences at its annual meeting in San Francisco, Jan. 14-19. They are Ching C. Wang, professor, pharmaceutical chemistry; Robert Langridge, professor, pharmaceutical chemistry and director, UCSF Computer Graphics Laboratory; and Sheldon Baumrind, professor, growth & development, radiology & orthopedic surgery.

David Powers

Baumrind

Anyone Need a Ford Pickup?

The following items are on sale to the campus and general public from the UCSF Surplus Department. For further information call the person listed next to each item. All purchases must go through the surplus sales officer.

- 1981 Ford Pickup, 43,100 miles. Call Lenny Lopes, x61271, x3063.
- Varian Cary Spectrophotometer 118C, ratio recording & scanning, complete with detector, sources and double prism monochromator for wavelength range 185-800 nm. Call Shirley Lopez, x66940.
- IBM Displaywriter, electronics & display module, diskette unit, 320K, E memory; IBM printer 5218 A02; one program diskette. Call Alice Ann Morrow, x63905.
- Hewlett-Packard high pressure liquid chromatography #1084A with LC terminal 79850A, 256 nm. detector, recorder and integrator. Minimum offer $2,500. Call Pat Nolan or Raj Subramaniam, x68749.
- DEC Vax 11/750 mini computer system, minimum offer $9,500; video graphics terminal, $100 or best offer; PS graphics workstation, $15,000 or best offer; Symbolics 3640 Lisp Computer, minimum offer $15,000; Iris 2400 turbo graphic workstation, minimum offer $15,000. Call Al Conde, x69156.
- Blanket warmer. Best offer. Call Lenny Lopes, x61271, x3063.

The Surplus Department also has computer desks—30″x60″x30″—and a large selection of tables, chairs and other miscellaneous equipment. The department is located at 612 Forbes Blvd., SSF, and is open to the public on Thursdays only from 1-3:30 p.m. For further information call Lenny Lopes, x61271, x3063.

Black Heritage Party Feb. 28

The UCSF Black Heritage Month Committee and the Black Students Health Alliance are extending an invitation to the entire campus community to come dance, have refreshments and celebrate the culmination of Black Heritage Month. It will be held on Tuesday, February 28, from 3 to 7 p.m. in the Millberry Union gym.

Promotions

Promotions are made available to this publication after they are processed by the Personnel Department.

Pamela Akazawa, senior radiation therapy technologist, radiation oncology.

Melinda Babb, administrative assistant II, psychiatry.

Annabel Balagtas, accounting assistant II, stomatology.

Paul Causey, project assistant III, psychiatry-AIDS Health Project.

Anna Fane, administrative assistant II, School of Pharmacy/pharmaceutical chemistry.

Deborah Foegelle, food service worker, nutrition & dietetics.

Karen Hege, administrative assistant III, medicine.

Linda Kinoshita, hospital unit service coordinator III, nursing.

Larry Osborn, office supervisor II, neurosurgery.

Bartley Paugh, production planning assistant II, reprographics.

Cynthia Sanders, clinical laboratory technologist, medicine-SFGH.

Janet Shirley, community health program representative, LPPI-research.

Service Awards

Service awards are issued on staff members' tenth anniversary of employment (or longer, in increments of five years). Names are provided by Personnel as awards are processed. Campus and Medical Center departments should send criteria to Personnel as employees become eligible for service awards.

Sesinio M. Andrada, 10 years, nutrition & dietitics.

Cynthia Barton, 10 years, 10 Long.

Janet Beck, 10 years, anatomy.

Michael D. Becker, 10 years, pharmaceutical services.

Michael B. Bergdorf, 10 years, materiel management.

Lydia E. Beraun, 15 years, LPPI billing office.

Pamela Cassera, 10 years, hospital building management.

Lance Y. Chou, 20 years, physiology.

Milagros D. DeAsis, 15 years, LPPI business office.

Soledad C. DeGuzman, 10 years, biochemistry & biophysics.

Warren W. Doo, 15 years, biomedical equipment.

Dolores R. Dunbar, 20 years, clinical labs.

Mildred J. Edwards, 20 years, medicine.

Hermogenes B. Elizarde, 20 years, nutrition & dietitics.

Christine M. Field, 10 years, biochemistry & biophysics.

Ronaldo Filamor, 15 years, clinical laboratories, SFGH.

Reginald Frazier, 10 years, materiel management.

Beth A. Frederico, 10 years, telecommunications.

Cynthia L. Huff, 10 years, neurosurgery.

Lois Indorf, 10 years, nursing service.

Olga E. Ionescu, 10 years, biochemistry & biophysics.

Leihani M. Jennings, 10 years, Dean's Office, School of Medicine.

Barbara Jordan, 10 years, medicine.

Nan Kernberg, 10 years, telecommunications.

Virginia Knowles, 30 years, psychiatric nursing.

Delores Kuhne, 20 years, 14 Long.

Clifton J. LeBlanc, 30 years, campus housing.

Donaldina Lee, 10 years, medicine.

John Lee, 20 years, materiel management.

Maria M. Mangaoil, 15 years, nutrition & dietitics.

Peter McDonagh, 10 years, mailing division.

Robert R. McNitt, 10 years, CVRI.

Larry Morrison, 10 years, materiel management.

John O'Meara, 15 years, library.

Russell J. Myers, 10 years, library.

Ronald Overman, 20 years, materiel management.

Robert V. Palec, 20 years, nutrition & dietitics.

Josefin S. Pracale, 10 years, operating room.

Theodore P. Prifti, 15 years, nutrition & dietitics.

Gregory Pustelnik, 10 years, operating room.

Theodore J. Rathgeber, 10 years, nutrition & dietetics.

Pamela Redmayne, 20 years, medicine.

Jerry Rollins, 20 years, EMR.

Gary Scheuenstuhl, 10 years, medicine.

Margaret A. Sharp, 10 years, laboratory medicine.

Georgette L. Skellenger, 15 years, medicine, SFGH.

In Memoriam

Alphonse J. Palubinskas, professor emeritus, radiology & urology: An international leader in the field of uroradiology for more than 25 years, he was a founding member of the Society of Uroradiology and a long-time chief of uroradiology at UCSF. Palubinskas came to campus in 1959 as assistant professor and was appointed full professor of both radiology and urology in 1969. He retired to emeritus status in 1987.

A Reminder to Instructors

The Millberry Union Bookstore reminds all instructors that the deadline for turning in course book requisitions for the summer term is Friday, April 7. And, if you're really efficient and want to calendar in a few more dates: Deadline for course book requisitions for fall term is Friday, June 23; winter term is Friday, October 6; spring '90 term is Monday, January 29, 1990. Questions? Call x68718.

Postpartum Disorders Video

The Women's Issues Consultation Team at SFGH has produced a teaching video on "Postpartum Disorders." Geared to medical students in ob/gyn, psychiatric staff, and labor and delivery nurses, as well as spiritual counselors and people working with new mothers, the video describes the etiology, onset, symptoms, risks and complications of three major postpartum disorders—psychosis, depressive disorders and maternity "blues." It also recommends specific treatment for each disorder. For further information call Joanne Wile, 821-8391.

Today/Tomorrow

25 Saturday

ANESTHESIA MORBIDITY/MORTALITY CONFERENCE. HSW 301. 8-10 a.m.

ORTHOPEDIC GRAND ROUNDS. Hand Service, 1st fl. Confr. Rm., Pacific Presby. Med. Ctr. 8-9 a.m.

SURGERY GRAND ROUNDS: *Cancer of the Bile Duct.* Carlos Pellegrini, Surg. Toland Hall. 8:30-9:30 a.m.

MISSION HEALTH FAIR

Annual Health Fair at Mission Neighborhood Health Center. Free examinations & information for adults & children. Sponsored by UCSF Chicanos/Latinos in Health Education. 240 Shotwell St. at 16th St. 9 a.m.-3 p.m. Call Lisa Guerra 759-7846.*

27 Monday

BREAST CANCER SCREENING SCHEDULE

Women can have low-cost mammograms—x-rays to screen for breast cancer—from a mobile van that travels to convenient locations in the Bay Area.

Women need the approval of their physicians to have the mammogram. The procedure takes approximately 20 minutes and costs only $50. To make an appointment call 990-0459 or x62193 between 9 a.m and 3:30 p.m.

The van will be at the following locations for the next two weeks:

- Feb. 27-Mar. 3: Sunset district, on Irving St. between 25th & 26th Aves.
- Mar. 6-10: UCSF-Laurel Heights, 3333 California St., in the parking lot.

OTOLARYNGOLOGY GRAND ROUNDS: *Anatomy of the Pterygopalatine Fossa.* Sexton Sutherland, Anat. *Overview of Radiobiology.* Helen Stone, Rad. Onc. S 214. 8-10 a.m.

OVEREATERS ANONYMOUS MEETING: *The "How" Concept.* Speaker to be announced. N 417. Noon. Call Lia, x64251.*

LABORATORY MEDICINE GRAND ROUNDS: *Chlamydia Have Heat Shock Proteins, Too.* Richard Stevens, Med. L 535. 4-4:50 p.m.

TOXICOLOGY SEMINAR: *Regulation of Gene Expression by Dioxin.* James Whitlock, Pharmacol., Stanford. HSE 317. 4 p.m.

URORADIOLOGY CONFERENCE. M 460. 4:30-6 p.m.

28 Tuesday

COMBINED MODALITY BREAST CANCER CONFERENCE. Surg. Clin. Conf. Rm., 6th fl. A. 8 a.m.

ORAL & MAXILLOFACIAL SURGERY GRAND ROUNDS: Resident forum followed by a presentation by Tiemann Instrument Co. C 701. 8 a.m.

SFGH PEDIATRIC GRAND ROUNDS: *Child/Adolescent Sexual Abuse Resource Center.* Kevin Coulter, Ped. Carr Aud., SFGH. 8-9:30 a.m.

TRANSFUSION MEDICINE RESEARCH FORUM: *AIDS as Immune System Activation: A Model for Pathogenesis.* M.S. Ascher & H.W. Sheppard, Viral & Rickettsial Disease Lab, CA Dept. Hlth. Serv. L 535. 8:30 a.m.

OB/GYN & REPRODUCTIVE SCIENCES GRAND ROUNDS: *The Pathogenesis of Stress Incontinence.* Nicolette S. Horbach, Ob/Gyn, SFGH. S 1364. 9 a.m.

PSYCHIATRY GRAND ROUNDS: *History of Psychiatry Series: The Iconography of Madness.* Sander Gilman, Hist. Psychr., Cornell. LPPI Aud. 11 a.m.-noon.

SFGH MEDICINE GRAND ROUNDS. Carr Aud., SFGH. 11:30 a.m.

NEONATAL MORBIDITY & MORTALITY CONFERENCE: John L. Kitzmiller, Ob/Gyn; Roderic H. Phibbs, Ped. & CVRI; Sol Shnider, Anes. & Ob/Gyn. M 1486. Noon.

CURRENT ISSUES IN AGING: *Decubitus Ulcers.* Edmund T. Lonergan, Med. Toland Hall. 12:10-1 p.m.

BLACK HERITAGE CELEBRATION

Black Heritage Month closing celebration. Sponsored by UCSF Black Heritage Month Committee & Black Students Health Alliance. MU Gym. 3-7 p.m.

SFGH GI-MEDICINE/SURGERY/RADIOLOGY IMAGING CONFERENCE. Rm. 1X58, SFGH. 4-5 p.m.

BIOCHEMISTRY/BIOPHYSICS SEMINAR: *Genes Required for Chromosome Segregation During Mitosis in Yeast.* Shirlene Roeder, Bio., Yale. HSW 301. 4 p.m.

NEUROLOGY GRAND ROUNDS: *What is Fatigue?* Robert Layzer, Neuro. S 664. 5-6 p.m.

RICHARD LEAKEY ON HUMAN ORIGINS

The Origins of Mankind. Famed paleoanthropologist Richard E. Leakey, director, National Museum of Kenya, is the Eighth Annual Milo E. Rowell Memorial Lecturer. Tornino's, 5080 N. Blackstone, Fresno. 6:30 p.m. For details see story on pg. 2.

1 Wednesday

PLASTIC SURGERY GRAND ROUNDS: *Scalp Reconstruction.* Heather Furnas, Plast. Surg., Stanford. R.K. Davies Med. Ctr. 7 a.m.

SFGH ORTHOPEDIC SURGERY STAFF CONFERENCE. Rm. 5K8, SFGH. 7:30-9 a.m.

MULTIDISCIPLINARY TUMOR BOARD: M 1296. 7:30 a.m. Call coordinator Michele Hinojosa, x61662.

MORNING MEDITATION: Relaxation, meditation, reflection & prayer for ourselves, others & our planet. N 733. 8-8:45 a.m. For more information call the Landberg Center, 564-3515.*

NUCLEAR MEDICINE SEMINAR. L 340. 8:15 a.m.

ENDOCRINE GRAND ROUNDS: *The Role of Cytokines in the Hyperlipidemia of Infection.* Carl Grunfeld, Med. M 1486. 8:30 a.m.

AIDS/HIV 1989—OVERVIEW & UPDATE: *Ethics.* Barbara A. Koenig, Med. & AIDS Prof. Educ. Proj.; Molly Cooke, Med. Cole Hall. Noon-1 p.m.

BROWN BAG LECTURE SERIES: *A Taste of My Own Medicine.* Edward E. Rosenbaum, Med., U Oregon, explains how a bout with cancer changed his views on medicine. HSW 300. Noon-1 p.m. Call x64394.*

PARNASSUS AL-ANON MEETING: For friends & families of alcoholics. C 517. Noon-1 p.m.*

HEAD & NECK TUMOR CONFERENCE. A 723. 1 p.m.

VASCULAR SURGERY GRAND ROUNDS. 7 Long Solarium. 4-5:30 p.m.

TRISERVICES CARDIOLOGY CONFERENCE. L 1361. 4:30-5:30 p.m.

SFGH GI-MEDICINE/SURGERY PATIENT CARE CONFERENCE. Rm. 4H2, SFGH. 4:30 p.m.

PATHOLOGY GRAND ROUNDS: *Renal Pathology II.* Claude Biava, Path. HSW 302. 5:30 p.m.

2 Thursday

MEDICINE GRAND ROUNDS: *Physiological Changes of Aging.* Itamar Abrass, Med. & Geront., Harbor View Med. Ctr., Seattle. Toland Hall. 8-9 a.m.

SFGH NEUROLOGY-NEUROSURGERY CONFERENCE. Rm. 4H2, SFGH. 8-9 a.m.

OPHTHALMOLOGY GRAND ROUNDS: *The Role of the American Academy of Ophthalmology in the Practice of Ophthalmology: Its Influence & Effect at the State & Federal Level.* Bruce Spivey & David Sachs, Oph. Case presentations: *Retina.* S 214. 8:15-10 a.m.

PEDIATRICS GRAND ROUNDS: *Antibiotic Treatment of Cystic Fibrosis.* John Basso, Clin. Pharm., U Utah. S 664. 8:30-9:30 a.m.

OCCUPATIONAL & ENVIRONMENTAL MEDICINE GRAND ROUNDS: *Occupational Health & Safety in Asia.* LeRoy Balzer, Asst. Vice Chan., Env. Hlth. & Safety. M 989. 9-10 a.m.

SFGH TRAUMA CENTER CONFERENCE. Rm. 4H2, SFGH. 9-10 a.m.

PRIMARY CARE LECTURE SERIES: *Ambulatory Assessment & Management of Hypertension.* Dorothee Perloff, Med. A 455. 10 a.m.-noon.

PEDIATRIC TUMOR BOARD. L 34. 11 a.m.-12:15 p.m.

AIDS/HIV 1989—OVERVIEW & UPDATE: *Gay/Bisexual Men & AIDS.* Thomas J. Coates, Med.; Jeffrey S. Mandel, AIDS Prof. Educ. Proj. & Ctr. AIDS Prev. Studies. Cole Hall. Noon-1 p.m.

NEURO-ONCOLOGY TUMOR BOARD. L 34. 12:30-1:30 p.m.

CRI-HEMATOLOGY/ONCOLOGY GRAND ROUNDS: Debasish Tripathy, Hemat/Onc. M 1296. 1 p.m.

CLINICAL ONCOLOGY CONFERENCE. M 1296. 2 p.m.

PROCTOR FOUNDATION SEMINAR: *Ocular Complications of AIDS.* James O'Donnell, Oph. S 318. 3 p.m.

NEURORADIOLOGY GRAND ROUNDS. HSW 303. 4-5 p.m.

MEDICINE/SURGERY ADULT CARDIAC CATHETERIZATION CONFERENCE. L 1161. 4-6 p.m.

ORTHOPEDIC SURGERY STAFF CONFERENCE. A 630. 4-5 p.m.

PRIMARY CARE GRAND ROUNDS: *Hypertension in the Elderly.* Itamar Abrass, Med. & Geront., Harbor View Med. Ctr., Seattle. A 455. 4:30 p.m.

RADIATION ONCOLOGY CHAIRMAN'S RESEARCH CONFERENCE: *AIDS-Related Kaposi's Sarcoma: An Update of the UCSF Experience.* Tony Berson, Rad. Onc. *Microwave Hyperthermia for Intraocular Melanoma.* Patrick S. Swift, Rad. Onc. L 34 5 p.m.

RADIOLOGY GRAND ROUNDS: *Challenging Abdominal Imaging from San Francisco General.* R. Brooke Jeffrey, Radiol. HSW 301. 5:15-6:15 p.m.

COLE HALL CINEMA: *Eight Men Out.* Gamblers pay the Chicago White Sox to dump youth, innocence & the world series. A true story. Children under 14 $2; UCSF employees (today only) & students, seniors & MU members $2.50; general $3. Cole Hall. 5:45 & 8:15 p.m.*

ALCOHOLICS ANONYMOUS MEETING: All are invited. LPPI A222. 6 p.m.*

CULTURAL & ETHNIC DIVERSITY FORUM

A meeting for students to give input to the Chancellor's Cultural & Ethnic Diversity Task Force. Toland Hall. 6-7:30 p.m. For details call Dave Bracker, x60733.

3 Friday

SFGH MAXILLOFACIAL TRAUMA CONFERENCE. Rm. 4H4, SFGH. 7-7:30 a.m.

RADIATION ONCOLOGY GRAND ROUNDS: *Current Diagnosis & Treatment of Thyroid Cancer.* Orlo H. Clark, Surg, VAMC. L 34. 8 a.m.

AIDS/MENTAL HEALTH GRAND ROUNDS: *San Mateo County Case Studies.* Presentation by a panel of AIDS services providers from San Mateo County. Series of forums for mental health & health care professionals. Hartsook Rm., CED. 11 a.m.-1 p.m.*

PHARMACEUTICAL CHEMISTRY 221 SEMINAR: *Nucleic Acids & NMR.* Ignacio Tinoco, Chem., UCB. S 1364. 11 a.m.

MLADI WIND QUINTET

Classical chamber music. Sponsored by UCSF Arts & Lectures. Toland Hall. Noon.*

REPRODUCTIVE BIOLOGY SEMINAR. M 1486. Noon.

ALCOHOLICS ANONYMOUS MEETING: All are invited. HSE 336. Noon-1 p.m.*

PATHS OF HEALING & WHOLENESS SEMINAR: *Male Sexuality.* Harvey Kaplan. N 517. Noon-1 p.m.*

COLE HALL CINEMA: *Eight Men Out.* Gamblers pay the Chicago White Sox to dump youth, innocence & the world series. A true story. Children under 14 $2; UCSF students, seniors & MU members $2.50; general $3. Cole Hall. 6:30 & 9 p.m.*

JAZZ GENIUS JORDAN

Singer Sheila Jordan with bassist Harvie Swartz. Part of UCSF Arts & Lectures' *Just About All Jazz* concert series. Tickets $3 children under 14; $5 UCSF students; $7 seniors, MU members & non-UCSF students, $8 UCSF faculty & staff; $10 general. UCSF-Laurel Heights Aud. 8 p.m. Free parking. Call x62035 for ticket information, x62542 for concert information.*

4 Saturday

ANESTHESIA MORBIDITY/MORTALITY CONFERENCE. HSW 301. 8-10 a.m.

ORTHOPEDIC GRAND ROUNDS. Edith Mayer Aud., Children's Hosp., Oakland. 8 a.m.

SURGERY GRAND ROUNDS. VAMC Aud. 8:30 a.m.

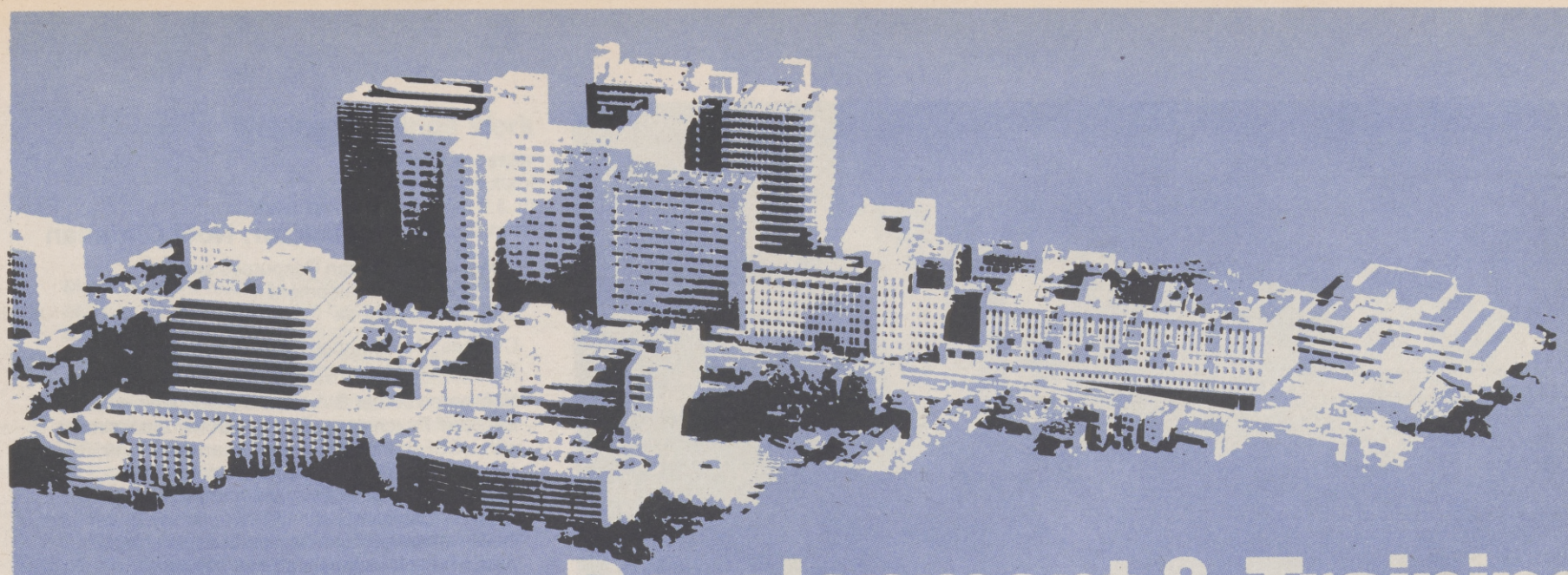
LOW VISION FORUM: *The Education of Blind Children.* Philip Hatlen, Special Educ., SF State U. 11 a.m. For further information call Frances Neer at 626-5313.*

6 Monday

WORKING WOMEN'S WEEK MAR 6-10

A week of events in celebration of International Women's Day. For more information call x65836.*

- Mon., Mar. 6: *Sister, Can I Speak for You?* Adilah Barnes presents the lives of remarkable black women. Cole Hall. Noon-1 p.m.
- Tues., Mar. 7: *Work Around the Clock: Women at Home, In the Workplace, In the World.* Dolores Huerta, co-founder & vice pres., United Farm Workers. Cole Hall. Noon-1 p.m.
- Wed., Mar. 8: *Women's Work: Veiled & Voluminous—But Is It Valued?* Afaf I. Meleis, Mental Hlth., Admin. & Comm. Nursing; Mideast Study of Immigrant Health & Adjustment. HSW 300. Noon-1 p.m.
- Thurs., Mar. 9: *Women Poets.* Bolinas poet & teacher Joanne Kyger & campus women poets. LPPI Aud. Noon-1:30 p.m.
- Fri., Mar. 10: *Not Tonight Honey, I Have a Meeting: Working Women & Sex.* Linda Alperstein, Psychr. Noon-1 p.m.

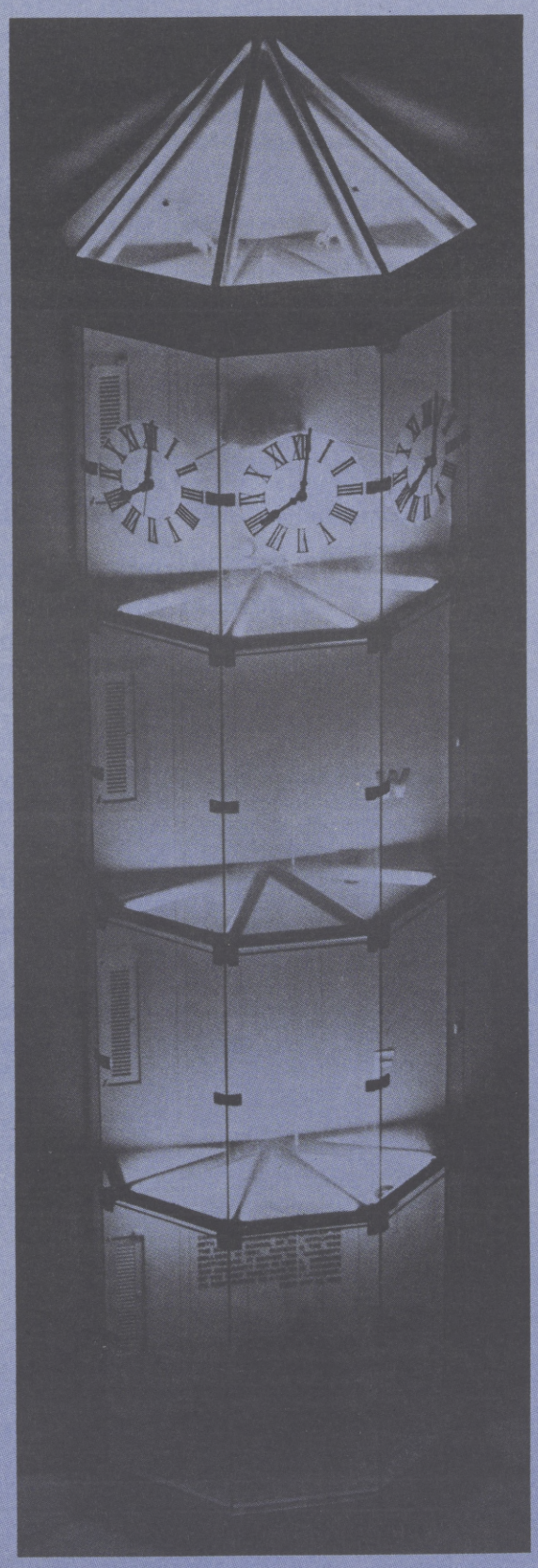


Development & Training Courses for Staff Employees

This insert provides a schedule of the classes available to UCSF employees from April through June, 1989.

Look for the next insert in a September issue of *Newsbreak*.

Please remove and save the insert as your course reference for the next three months.



WHAT IS DEVELOPMENT AND TRAINING?

The Development and Training Division is a service division of the Personnel Department. Its aim is to provide high-quality, low-cost training programs which will increase the effectiveness of employees in their current jobs as well as contribute to their professional development. Since all training programs are designed and evaluated on whether they meet organizational and employee needs, please call us at X64032 with your comments, ideas, and suggestions.

WHO CAN ENROLL IN COURSES?

All UCSF staff employees are eligible to attend the courses described in this insert, no matter which personnel policies or labor contracts govern their conditions of employment. If an employee takes classes during work hours, the only approval required for enrollment is the supervisor's signature.

Course fees can be paid either by employees or by their departments. Decisions about on-the-job attendance and fee payment are negotiated between employees and their supervisors. Supervisors are responsible for final decisions.

WHO TEACHES COURSES?

Most instructors are drawn from the UCSF campus. However, because we are a health sciences campus, outside consultants often teach courses in disciplines not represented on this campus. For those courses, we seek experts from other educational institutions, business, and industry.

WHAT COURSES ARE OFFERED?

About 150 courses are offered annually from October through June, covering a wide variety of employee needs and requirements. The basic curriculum includes supervisory and management skills development, organizational policies and procedures, computer, writing and clerical skills training, grants management and accounting processes, health and safety programs, and employee development. This insert advertises upcoming classes from April through June.

WHO TAKES COURSES?

About 4,000 UCSF employees per year are seeking to improve their skills and abilities through Development and Training services.

UCSF

University of California, San Francisco
. . . A Health Sciences Campus

Instructor: Noël Christian

Consultant in Human Resources and Management Development
Sausalito, California

Courses: Performance Evaluation Workshop, and Conflict Management

Noël received her B.A. from UC Berkeley in Industrial Psychology. She began her employment with UCSF in the Personnel Department in 1950, and she formally retired as Manager of the Employee Relations Division in 1984. Noël, however, continued with UCSF as an instructor for the Development and Training Division until this year, when she announced that her June workshops will signal her final classes.

We will sincerely miss Noël's instructional expertise and personal enthusiasm. The Development and Training Division regrets her departure, but wishes her all the best.

SUPERVISORY SKILLS

Performance Evaluation Workshop

Noël Christian
Consultant in Human Resources/
Management Development
9045 Friday, April 21
8:30 a.m. - 4:30 p.m.
Fee: $5

If you dread doing performance evaluations, you are not alone. Nearly every manager has mixed feelings about evaluations, and employees share similar concerns. Performance evaluations do not have to be difficult or unproductive. They can be mutually satisfying, increase productivity, and improve the performance of the department. As a result of participating in this workshop, you will be able to:

☐ Plan, prepare for, and conduct a performance evaluation
☐ Review the causes for unsuccessful performance evaluations and consider suggested approaches for successful performance evaluations
☐ Communicate the acceptable as well as the unacceptable performance of an individual in a positive, developmental manner
☐ Gain insight into the processes of establishing mutual goals and objectives, standards and expectations

Continuing education credit will be available for nurses who attend this workshop.

Administrative and Professional Staff Personnel Policies for Supervisors

Julius Katz
Manager, UCSF Employee Relations Division
9043 Tuesdays and Thursdays
April 11, 13, 18, 20
8:30 - 10:30 a.m.
Fee: $5

Now that the Administrative and Professional Staff (A&PS) Program has been implemented, supervisors are responsible for a new set of personnel policies. How do these policies differ from Staff Personnel Policies and how do these policies affect your ability to supervise? This four-part workshop will enable you to:

☐ Understand the most often misunderstood A&PS and Staff Personnel Policies
☐ Administrate policies in an equitable and consistent manner
☐ Identify and distinguish between management and employee rights
☐ Practice sound personnel principles as reflected in both Administrative and Professional, and Staff Personnel Policies

Participants need to bring a copy of the Staff Personnel Policy Manual which contains the UCSF local supplements and a copy of the A&PS Policy Manual.

Continuing education credit will be available for nurses who attend this workshop.

Interview and Selection for Supervisors and Managers

Shirley Carpenter
Manager, UCSF Employment Division
9042 Thursday, April 6
1:30 - 4:30 p.m.
Fee: $5

Your department or operational unit has a vacancy. You are the person responsible for conducting the interviews and making the selection. You want the best person for the job, and you also want your selection to be fair and legal. This one-half day workshop will help you make that fair decision. As a result of this workshop you will be able to:

☐ Conduct a job analysis
☐ Determine applicant selection criteria
☐ Distinguish between legal and illegal interview questions
☐ Conduct an effective interview
☐ Assemble and prepare the information needed by the Employment Division to make a hire

Continuing education credit will be available for nurses who attend this workshop.

Supervising in the Workplace: Managing Employees with Problems

Bill Neff
Assistant Vice Chancellor,
UCSF Labor Relations Department
Julius Katz
Manager,
UCSF Employee Relations Division
Joe Mattox
Director,
UCSF Employee Support Services
9046 Tuesday, April 25
1:30 - 5 p.m.
9047 Friday, May 12
8:30 a.m. - 12 noon
9048 Monday, June 12
8:30 a.m. - 12 noon
Fee: $5

This program will focus on job-related problems which employees may exhibit, and suggested management tools on how to deal with such situations. Discussion will center on recognizing employee problems and taking the appropriate management action in dealing with the problems, while recognizing each party's rights and responsibilities in these matters. Participants will be introduced to:

☐ An identification of the types of employee problems
☐ Effective management approaches to the employee
☐ The rights and responsibilities of the supervisor and the employee
☐ Proper application of University policies and labor contracts
☐ Proper documentation
☐ What next if assistance fails or is refused
☐ How handicapped status may be a factor in decision-making

Preference is given to HEERA designated supervisors with direct responsibility for three or more employees.

Classification Workshop for Supervisors

Don Smith
Manager
Francie Sloan
Senior Personnel Analyst
UCSF Classification Services Division
9044 Wednesday, May 17
1:30 - 3:30 p.m.
Fee: $5

This workshop is designed for supervisors who have had a minimum of two years supervisory experience and are familiar with the basic concepts covered in the Supervisor's Training Program.

Workshop attendees will participate in small groups to problem-solve and discuss case study situations and issues related to job classification. Participants will learn:

☐ Skills to help improve their management decisions by reviewing organizational structures
☐ To identify possible problems
☐ How to explore a variety of solutions

MANAGEMENT DEVELOPMENT

The Management of Organizational Politics

Jeffry Voorhees, Ph.D.
Organizational Development Consultant
9050 Friday, April 14
9 a.m. - 4:30 p.m.
Fee: $20

In a democratic society, politics is the responsibility of every individual. In organizations, the distribution of resources and power involves the processes of influence and negotiation. This workshop is designed to increase awareness, acceptance, and understanding of the politics of organizational life. Some emphasis will be placed on values or ethics as guides for political actions.

Intra-Team Communications

Marilyn Cohen, L.C.S.W.
Consultant
9052 Thursday and Friday, April 27 & 28
8:30 a.m. - 4:30 p.m.
Fee: $35

This two-day course offers a structured, skills-oriented training program which focuses on opening communication, clarifying roles and expectations, and exploring specific team problems. Emphasis is placed on providing feedback to others in a non-threatening manner, and on receiving feedback non-defensively.

The program includes lecture, reading materials, discussion, and structured skills practice.

Continuing education credit will be available for nurses who attend this workshop.

Making Meetings Work

Neuritsa Lancaster
Consultant
9053 Wednesdays, May 3 & 10
9 a.m. - 12 noon
Fee: $20

Meetings are a reality of UCSF worklife. Meetings can be one of the best ways for team work to be put into action and for information to be shared. They can also be a complete waste of valuable time. This two-session course is designed for people responsible for conducting departmental/ committee meetings and for meeting participants. You will learn how to:

☐ Evaluate the functions of meetings and the needs of the participants
☐ Decide when meetings are appropriate
☐ Recognize what type of meeting to have, based on the information and decisions needed
☐ Build an agenda that is more than a "shopping list"
☐ Describe and fulfill the responsibilities of the chair and the participants
☐ Act as recorder
☐ Deal with "problem behavior"
☐ Effectively use meetings to accomplish departmental goals by covering agenda items in a timely manner and following up on intended outcomes

Conflict Management Workshop

Noël Christian
Consultant in Human Resources/ Management Development
9055 Wednesday, May 3
1 - 5 p.m.
Fee: $5

Conflict is inherent in communication/interaction between humans. It may be positive in some instances, negative in some, and irrelevant in others. Without conflict, however, growth does not take place in individuals, groups, or society as a whole. This workshop provides the opportunity to look at the repertoire of conflict-handling skills available when individuals face conflict situations, and to consider different approaches in different situations. As a result of participating in this workshop, you will be able to:

☐ Identify and evaluate the ways in which you currently deal with conflict—your productive and counterproductive styles
☐ Analyze the effectiveness of your approaches
☐ Modify or change your conflict-handling modes

Continuing education credit will be available for nurses who attend this workshop.

Team Building for Supervisors and Managers

Gail Ginder
Management Consultant
9049 Friday, April 7
9 a.m. - 4:30 p.m.
Fee: $20

Team building aims at improving the communication and problem solving ability among team members. Most of the work that is done in the University of California is done by teams of people. As a member of a team, we are dependent on each other for our success. It is incumbent on the manager or supervisor to do everything possible to build effective teams. As a result of attending this workshop, you will be able to:

☐ Define and understand the manager/supervisor role in team building
☐ Assess the effectiveness of your group's team functioning
☐ Deal more effectively with people who are not "team-players"
☐ Set up working conditions that support team effectiveness
☐ Design meetings that improve team communication

Rewarding and Recognizing Positive Behavior

Gail Ginder
Management Consultant
9054 Friday, May 5
9 a.m. - 4:30 p.m.
Fee: $20

Managers frequently ask how to motivate employees. The key factor in successful motivation is the ability to recognize and reward positive behavior. When an individual receives meaningful acknowledgment for a job well done, the likelihood that this behavior will continue is greatly increased. This workshop will help managers and supervisors develop the necessary skills to effectively reward positive behavior. As a result of attending this workshop, participants will:

☐ Develop critical skills necessary for effective communication on the job
☐ Learn when and how to reward positive behavior
☐ Be able to recognize the subtle differences between encouraging and discouraging messages
☐ Be able to use these techniques and skills with employees in their departments

Supervising in the Workplace: Managing Employees with Problems

A new workshop has been developed to foster more effective management approaches to employee behavior.

Instructors are, from left to right, Julius Katz, Manager, Employee Relations Division of the Personnel Department; Joseph Mattox, Director of Employee Support Services; and Bill Neff, Assistant Vice Chancellor, Labor Relations Department.

Constructive Feedback

Neuritsa Lancaster
Consultant
9051 Tuesday, April 25
8:30 a.m. - 12 noon
Fee: $20

One of the most valuable assets a manager or supervisor can have is the ability to communicate to each employee how his/her performance fits in to the standards and goals of the work unit. Many times, due to a lack of skills, time, or awareness, the feedback that is given is not usable by the recipient. As a result of attending this workshop, participants will be able to:

☐ Define how constructive feedback fits into many management or supervisory functions
☐ Assess what keeps them from giving feedback
☐ Evaluate what makes feedback ineffective
☐ Recognize when feedback should be given
☐ Give specific feedback based on observations of behavior
☐ Verify that the feedback has been received as intended
☐ Improve teamwork and motivation

ORGANIZATIONAL PROCEDURES

New Employee Orientation Program

Susan Eveleth
UCSF Career Development Specialist, and
UCSF Personnel Department Staff
Tuesdays, Ongoing program
8:30 a.m. - 12 noon
throughout the year

This program serves to welcome new employees and to provide vital information in their first weeks of employment. It is designed as an overview of the campus community and to enhance the orientation new employees are given within their individual departments. This four-hour program is presented twice a month. Supervisors should call X61073 to schedule new employees who have not received an orientation notice within three weeks of their starting date. Employees will be introduced to:

☐ Historical origins and current structure of UCSF
☐ UCSF's role as a major health sciences center
☐ Policies and procedures of interest to new employees
☐ Explanation of financial benefits
☐ Special resources for UCSF employees

Contracts and Grants Workshop

UCSF Contracts and Grants Staff
9060 Wednesday, April 19
1 - 4 p.m.
9061 Tuesday, May 16
1 - 4 p.m.
Fee: $5

The Contracts and Grants Workshop is offered to instruct employees in the elements of a proposal budget, and in the procedures for getting the proposal through the system. The workshop is intended to help employees avoid the errors most commonly made and, thereby, to facilitate proposal submission. The workshop will focus on:

☐ The elements of a budget
☐ The Contracts and Grants Approval Form
☐ The NIH 398 application forms

Grants Training Program: Cost Transfers

Extramural Funds Division Staff
UCSF Accounting Office
9062 Wednesday, May 10
1 - 4 p.m.
Fee: $5

All University financial transactions are subject to audit. One area in which the University is particularly vulnerable is cost transfers. Accordingly, this course is designed to:

☐ Insure compliance with all federal, state, and local regulations
☐ Put in place clear, concise procedures to be used, thereby reducing the time it takes to prepare cost transfers in the departments and to review them in the Accounting Office
☐ Focus on procedures which will minimize disallowances due to incomplete documentation, poor explanation or improper (not allowable or applicable) cost transfers
☐ Reduce or avoid cost transfers

This course is mandatory for departmental reviewers of cost transfers. Other interested users of UCSF cost transfer systems are also welcome.

Vendor Payments

Gene Brekhus
Supervisor, Accounts Payable Division
UCSF Accounting Office
9065 Monday, June 5
8:30 a.m. - 12 noon
Fee: $5

Each department in the University is responsible for approving invoices for payment after goods and services have been received, and for advising the Accounting Office if payment is not in order. This course will give you the information you need in order to use effectively the accounts payable vendor payment system. You will learn:
☐ How to pay your bills
☐ What approvals are necessary
☐ When a purchase order is required
☐ How to fill out a check request form
☐ How to determine if a bill has been paid
☐ How to deal with exceptions to normal processing

The UCSF Budget Process

Trent Spradling
Director of UCSF Campus Budgets
9063 Friday, May 19
9 - 11 a.m.
Fee: $5

This course is an overview of the University budget process. Emphasis will be placed on understanding the concept of the budget process, how it relates to the campus, schools, hospitals and departments, and the tools utilized. Issues discussed in the course are:
☐ General definitions
☐ The history of the University budget process
☐ The state budget process
☐ Its relationship to the campus budget
☐ The permanent budget system

The course is intended for employees who are new to the University and for those who want to relate their past University experience to the systemwide perspective.

Benefits Training Workshop

Judy Kell and Sandra Norberg
UCSF Benefits Representatives
Register by calling instructor at X61843

This program is designed for employees who are assigned the responsibilities of providing new employees in their department with information about insurance and retirement benefits. Workshops will be held for as few as three people and will provide an overview of benefits relating to insurance and retirement. Also, participants will learn about the resources available to them for reference.

Travel Expense Processing

Ron Kos
Assistant Disbursement Manager
Bob Huckaby
Accounting Assistant
UCSF Accounting Office, Travel Section
9057 Wednesday, April 5
9 a.m. - 12 noon
9058 Tuesday, May 2
9 a.m. - 12 noon
9059 Tuesday, June 6
9 a.m. - 12 noon
Fee: $5

This workshop is for faculty and staff employees who process travel expenses and who need an understanding of Policy and Procedures. Participants will learn:
☐ What types of travel expenses will be reimbursed
☐ How to fill out UCSF travel forms
☐ How to obtain discount information on hotels and car rentals

Reading the General Ledger

Jane Powers
Assistant Accounting Officer
UCSF Accounting Office
9064 Friday, May 26
8:30 - 11:30 a.m.
Fee: $5

This course offers employees the opportunity to learn about account/fund coding structure, preparation and type of journal entries, how to read the general ledger, and who to call for accounting information.

As a result of attending this class you will gain basic information for:
☐ Preparing journal entries
☐ Understanding the various types of entries in the general ledger
☐ Distinguishing between the four major elements of the general ledger: budget, financial, encumbrances, and balances
☐ Learning how to read the general ledger
☐ Determining how and who to ask for help in the Accounting Office

Payroll Workshop

John Bouchard
Management Services Officer
UCSF Accounting Office, Payroll Division
9056 Tuesday, April 4
9 a.m. - 12 noon
Fee: $5

This workshop is offered to familiarize departments with the various payroll functions and services provided. The course is designed to identify and discuss the most common problem areas encountered in payroll processing activities.

As a result of attending this workshop, you will be able to:
☐ Distinguish between positive/negative time reporting requirements
☐ Prepare a complete new hire packet
☐ Complete various payroll forms
☐ Interpret the Distribution of Payroll Expense Report

DEVELOPMENT AND TRAINING COMPUTER CLASSES

To register for the following classes, mail a Development and Training application form to Box 0834, or for additional information call X64032.

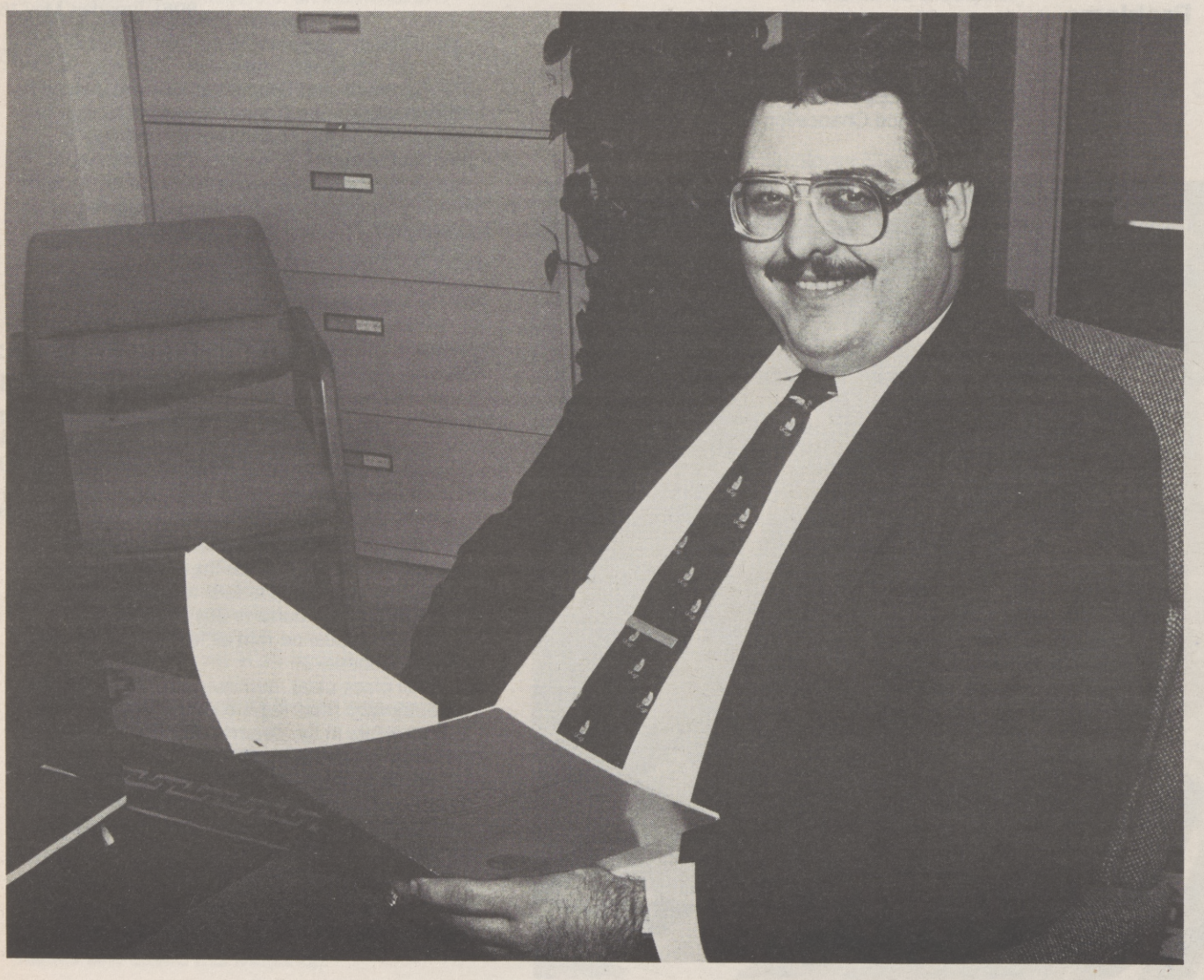
Demystifying Computers and Introduction to Operating Systems

Jennifer Manriquez
Consultant
9066 Tuesday, May 16
9 a.m. - 4:30 p.m.
Fee: $50

This is an introductory course for those who know nothing about computers or those who have been using a computer for a specific task but wish to become more self-sufficient.

The course material is especially suited to those students wishing to use or purchase either hardware or software. You will learn:
☐ The basic vocabulary of computers so you will understand all the computer buzzwords and jargon
☐ An overview of the "big three": word processing, spreadsheets, and database management
☐ How to use the operating system (DOS) to keep your information in a tidy and useable arrangement

If you have no typing skills, it is recommended that you complete "Typing Instruction Via Computer" before registering for this class. It is also suggested that you follow this course with a course in word processing, so that you can apply what you learned in this class.



Instructor: Trent Spradling

Course: The UCSF Budget Process Workshop

Trent Spradling has created a new course for the Development and Training Division curriculum. Trent is presently working in the Office of the Vice Chancellor, Advancement and Planning as the Director of Budgets for the UCSF Campus. Trent received his B.S.B.A. in Accounting and his M.S.B.A. in Information Systems from the University of Denver.

Introduction to Word Processing

Jennifer Manriquez
Consultant
9067 Friday, May 12
8:30 a.m. - 4:30 p.m.
Fee: $50

This workshop is designed for employees who have no experience with a word processing software package. The word processing application introduced in this workshop is WordPerfect using an IBM XT computer. The class is generic, so students will be able to work with other brands of software or hardware (including Macintosh computers). The topics and functions covered will be:

☐ The components of a work station
☐ Keyboard functions for word processing systems
☐ Care of diskettes
☐ Start-up procedures
☐ Creating a file
☐ Formatting a letter
☐ Editing
☐ Storing
☐ Printing

If you have no typing skills, it is recommended that you complete "Typing Instruction Via Computer" before registering for this class.

Introduction to Database Management

Jennifer Manriquez
Consultant
9068 Tuesday, June 20
8:30 a.m. - 4:30 p.m.
Fee: $50

This class is designed for students who have never used database management software before. The class is generic, so students will be able to work with any brand of software or hardware (including Macintosh).

Database management is a "fancy" word for electronic filing. If you maintain manual files and are constantly updating, sorting, or looking up information in them, you may want to install automated, electronic filing instead. In this class you will learn:

☐ How to design the computer-based filing system you need, both now and in the future
☐ How to do indexing and searching to optimize the performance of your system
☐ How to design your system to avoid having to enter the same pieces of information in many separate files

If you have never used a computer, it is recommended that you complete "Demystifying Computers" before registering for this class.

Introduction to Spreadsheets

Jennifer Manriquez
Consultant
9069 Monday and Tuesday
June 12, 8:30 a.m. - 4:30 p.m. &
June 13, 8:30 a.m. - 12 noon
Fee: $90

This two-session class is designed for students who have never used a computer-based spreadsheet, or who have been using a spreadsheet that someone else has designed, and want to know more.

The class is generic, so students will be able to do their work using any brand of software and hardware (including Macintosh computers). However, this class will use Lotus 1-2-3 to do all hands-on training. After attending this class you will be able to:

☐ Recognize which paper-and-pencil tasks make sense to computerize using spreadsheet software
☐ Understand how to use the basic functions of any spreadsheet program
☐ Learn more advanced applications on your own by using the tutorial programs that are included with your program

Students are encouraged to bring a spreadsheet problem to the first day of class.

If you have never used a computer before, it is recommended that you complete "Demystifying Computers" before registering for this class.

COMPUTER CENTER CLASSES FOR IBM & UNIX SYSTEMS USERS

For additional information, or to register for a Computer Center class, call X62974. See the Computer Center Newsletter for complete class descriptions and a list of scheduled classes.

General Orientation Clinic (No Fee)

This clinic includes an explanation of both mainframe and microcomputer facilities, a brief tour of the Computer Center, and an optional 15 to 20 minute demonstration of CMS or UNIX. For additional information, call X64440.

Introduction to UNIX and *vi*

This class covers introductory UNIX information; logging in and logging out; a brief discussion of the hierarchical file system; basic UNIX shell commands, and an introduction to *vi*, the display-oriented interactive text editor. Fee: $100.

UNIX Mail

This class covers the features of the UNIX mail command and includes information on how to send and receive electronic mail or files between on-campus computers, and between a campus and an off-campus machine. Fee: $30.

Introduction to CMS, Part 1

This class is an introduction to CMS (Conversational Monitor System), an interactive system available on the IBM computer, and covers the following information on the elementary features of CMS: logging on, file manipulation, the XEDIT editor, and the CP/CMS environment. Fee: $30.

Introduction to CMS, Part 2

This class is aimed at users who have completed the introductory class, or who have some familiarity with CMS. Topics covered include an expanded discussion of file management, file modes, the printing of CMS files, electronic mail and "conversations", online documentation, news, and self-teaching tools. Fee: $30.

Introduction to CMS, Part 3

This class is aimed at users who have either completed the first two courses or are very familiar with CMS and wish to further develop their skills and learn more advanced techniques. Topics covered include an overview of the CP spooling facility and its relation to CMS, a brief discussion on exec-writing in REXX, and the use of VMSCHEDULE. Fee: $30.

Using CMS Electronic Mail

This class covers the use of the local CMS MAIL command to send and receive electronic memos or existing files to and from userids, either local or on other BITNET nodes. Fee: $30.

SAS: Introduction

Topics covered in this class include: The DATA and PROC statements, data input and output, getting your data into shape, sorting and merging data, creating, documenting, and storing SAS system files, DO loops, IF THEN ELSE statements, SAS formats, and error diagnosis. Fee: $90.

Intermediate SAS

This course covers the more difficult aspects of DATA step programming. Topics include recoding and creating variables, merging and splitting files, simple and complex uses of FORMATS, DO and ARRAY statements, and analysis of just how the DATA step works. Fee: $60.

SAS: Report Writing

This course focuses on presentation report techniques using the 3800 and the 2700 printers for SAS data sets. Fee: $60.

SAS/GRAPH

This course focuses entirely upon the creation and manipulation of graphs using SAS/GRAPH. Fee: $40.

SPSSX: Introduction

This class is an introduction to the workings of SPSSX. It covers how to get your data into SPSSX, cleaning and documenting your SPSSX system files, sorting your cases, and using procedures for simple descriptive statistics. Fee: $60.

SPSSX: Advanced Data and File Management

Topics covered include: VECTOR processing, DO IF—END IF structures, reading data with the FILE TYPE GROUPED, FILE TYPE MIXED, and RECORD TYPE commands, the DO REPEAT command, and the splitting and merging of files. Fee: $30.

Introduction to SCRIPT

This class covers simple SCRIPT control words used to achieve formatted correspondence and manuscripts. Fee: $60.

Introduction to GML

This class includes using the layouts and tags of GML (General Markup Language) which provide an easy and consistent way to produce formatted documents. Fee: $60.

COMPUTER CENTER CLASSES FOR MICROCOMPUTER USERS

For additional information, or to register for a Computer Center class, call X62974. See the Computer Center Newsletter for complete class descriptions and a list of scheduled classes.

Microcomputer Orientation Clinic (No Fee)

This clinic includes a brief tour of the User Room facilities, and a discussion of the fundamentals of using the available microcomputer hardware and software. For additional information call X64573.

Introduction to Microcomputers Concepts

An overview of microcomputer concepts, hardware, and software. Fee: $30.

PC Systems - 1

An introduction to the Disk Operating System (DOS) for the IBM-PC and compatibles. This class covers the elementary DOS commands necessary for using the PC, and the installation of new software. Fee: $50.

PC Systems - 2

This class focuses on directory structures and the logic and use of subdirectories. The use of batch files to invoke application programs also is introduced. Fee: $50.

PC Systems - 3

This class extends the concepts and skills introduced in PC Systems - 2. System configuration with the CONFIG.SYS file, complex batch files, and piping and redirection are explained. Fee: $50.

PC Systems - 4

Advanced DOS commands and special topics are covered in this class. Backup and restore problems, fixed disk formatting, device drivers for various disk drive types, diagnostics and error messages, and extended/expanded memory are included. Fee: $50.

Lotus 1-2-3, Part 1

This class provides an overview and introduction of the Lotus system. The lecture introduces the spreadsheet's structure, data entry procedures, and essential commands. Fee: $50.

Lotus 1-2-3, Part 2

This class covers the database management features of Lotus. In addition, macros and graphics are introduced. Fee: $50.

Advanced Lotus 1-2-3

Advanced functions of 1-2-3 are explained in greater detail. Advanced macros, formulas, functions, worksheet organization and problems from students are discussed. Fee: $50.

Beginning WordPerfect for the IBM-PC

This class is intended for people with no word processing experience. The class covers WordPerfect's basic word processing commands, including those used to create, edit, and print documents. Also introduced are macros, and the interaction between WordPerfect and DOS. Fee: $100.

Intermediate WordPerfect for the IBM-PC

The functions covered in this class include setting system defaults (Setup), thesaurus and spell checking, search and replace, date codes, outlines and paragraph numbering, columns, line drawing, and footnotes. Fee: $50.

Accelerated WordPerfect for the IBM-PC

This class covers the contents of both Beginning and Intermediate WordPerfect. It is intended for people who are familiar with word processing concepts. The class is also an excellent review for WordPerfect users who are not yet using the program to its full potential. For a description of the course contents, hours, and fee, see Beginning and Intermediate WordPerfect.

WordPerfect for the IBM-PC, Special Topics

Three special topics are covered in this class: printers, merging, sorting and selecting, and macros. Fee: $50.

Basic Macintosh Skills

This class is intended for the beginning Macintosh user. Elementary skills such as pointing, clicking, and dragging are covered. Also demonstrated are methods for selecting, ejecting disks, opening and closing, use of the desk accessories and pulldown menus, keyboard short-cuts, and use of the Font/DA Mover. Fee: $30.

Introduction to Microsoft Word for the Macintosh

This class is designed for the Macintosh user with limited experience in word processing. Participants are introduced to methods for entering, saving, and printing text, use of the menus, the Help system, tab functions, selecting, moving and changing text and formats, customizing text, and final printing. Fee: $50.

Introduction to Microsoft Word for the IBM-PC

This introductory class covers elementary and intermediate operations. The first session covers choosing commands, entering, revising, moving, copying, and selecting text, printing, spelling, thesaurus, hyphenation, and "help". The second session covers searching and replacing text, character, paragraph and division formats, windows, the glossary, and style sheets. Fee: $100.

Advanced Microsoft Word for the IBM-PC, Part 1

This class covers more advanced applications including printing form letters and mailing labels, creating and completing pre-constructed forms, entering footnotes, compiling an index and table of contents, and outlining. Fee: $50.

Advanced Microsoft Word for the IBM-PC, Part 2

Additional advanced Word capabilities are covered, including document management and retrieval, line drawing, arithmetic operations, sorting, macros, and using Word with Lotus 1-2-3 and graphics. Style sheet topics are also discussed. Fee: $50.

CLERICAL SKILLS

The Clerical Staff's Guide to Business English

Ronda Goldstein
Consultant
9071 Mondays and Wednesdays
April 3, 5, 10, 12
2:30 - 4:30 p.m.
Fee: $20

Writing, transcribing, and typing professional letters will be easy once you understand the basic rules of business English. In this four-part course, you will learn the principles of grammar, punctuation, capitalization, spelling, and word usage which apply to every piece of business communication. By revising practice sentences and business letters, you will become adept at proofreading and editing your own written communication. You will also learn to use a variety of letter formats and layouts. As a result of this course, you will be able to produce written communication which is effective, attractive, and correct.

Basic Grammar for Writing

Barbara Nelson
Writing Consultant
9072 Mondays and Wednesdays
May 15, 17, 22, 24
10 a.m. - 12 noon
Fee: $20

If your job demands writing and you worry about where to put the commas and the semicolons, this four-part workshop is for you. It's not a repeat of high school English (we will not diagram sentences). Instead we will concentrate only on those elements of grammar that are most useful for effective writing. The goal will be to learn to write correctly and to develop confidence in your ability to do so. You will learn how to:

☐ Recognize a good sentence
☐ Recognize the basic sentence patterns and use them
☐ Spot common grammatical errors and avoid them
☐ Punctuate for correctness and clarity

Survival Skills for the Administrative Assistant

Gail Banish
UCSF Development and Training Division, and
Representative Speakers from UCSF Departments
9073 Wednesdays, June 7, 14, 21
8:30 a.m. - 12 noon
Fee: $20 (includes manual)

This three-part workshop will include instructors from Accounting, Materiel Management, and the Personnel Department. An overview of procedures and forms related to the subjects listed below will be presented. A comprehensive manual of the most commonly used UCSF forms, and a list of services and resources will be distributed. Subjects covered:

☐ Payroll
☐ General Ledger
☐ Travel
☐ Vendor Payments
☐ Materiel Management (Purchasing)
☐ Personnel Divisions
☐ Employment (Recruiting Process)
☐ Physical Plant
☐ Networking

WRITING SKILLS

Writing and Editing Skills

Barbara Nelson
Writing Consultant
9070 Wednesdays
April 12, 19, 26
9 a.m. - 12 noon
Fee: $20

Like it or not, you are judged by your writing. Whenever you put words on paper, your image and the image of your employer is on the line. This three-part workshop will teach you to write and edit communications that are professional, correct, and effective. You will learn how to:

☐ Get directly to the point
☐ Organize material
☐ Construct clear sentences
☐ Recognize and correct common errors in grammar and punctuation
☐ Omit unnecessary words and jargon
☐ Create an appropriate tone

HEALTH AND SAFETY PROGRAMS

Unit Stress Assessment/ Education Services

Bruce Flynn, M.S., C.R.C.
Coordinator
UCSF Employee Rehabilitation Services
To arrange, contact instructor at X62621

How aware are you and your employees of the origin and nature of stress; its effects on health, productivity, and job satisfaction; its relationship to burnout? Specialized services are available to departments or units, which can help employees identify the stresses in their work lives, assess stressor patterns within the unit, and offer suggestions as to how the effects of these stresses may be amended. Through this process, the unit creates a more cohesive, and less stressful, work environment.

Practicing Stress Management

Bruce Flynn
Certified Rehabilitation Counselor
UCSF Employee Rehabilitation Services
9074 Tuesday, May 9
8:30 a.m. - 12 noon
Fee: $5

This session will provide a framework for self-assessment of life stresses and suggestions as to how these pressures may be anticipated and their negative effects ameliorated. It will offer participative exercises for the class members who wish to broaden their repertoire of responses to typical stressful situations, such as dealing with aggressive people, giving/receiving negative feedback, and managing conflict.

Continuing education credit will be available for nurses who attend this workshop.

AIDS in the Workplace

San Francisco AIDS Foundation
Consultant
9075 Wednesday, May 24
1:30 - 3 p.m.
No Fee

Are you an employee frightened of getting AIDS on the job, or concerned about how to support a co-worker with AIDS? Are you a supervisor or manager confronting the possibility of AIDS in your department? Then this workshop is for you.

In this workshop, you will learn:

☐ How leading Bay Area workplaces are handling AIDS
☐ The latest information about AIDS transmission, prevention and treatment
☐ How to locate further resources related to AIDS in the workplace

Save-A-Heart CPR Course

Gary Barton
UCSF CPR Coordinator
Sign up for courses by calling X61817
Course offered twice a month
Fee: $20

Cardiopulmonary resuscitation (CPR) is a life-saving technique which allows you, the rescuer, to keep someone alive whose lungs and/or heart have stopped working due to accident or illness. Those attending the save-a-heart course will learn through a combination of self-paced individual study and hands-on practice. At the completion of the course, participants will be able to:

☐ Employ assessment skills and verbalize the victim's condition
☐ Demonstrate mouth-to-mouth breathing, chest compressions, and choke-saving skills on a training mannequin
☐ Activate the emergency medical services system

Rape Prevention Education

Leslie Simon
UCSF Coordinator
Rape Prevention Education Program
Dates and times given upon request

Our Rape Prevention Education Program serves the UCSF community, students, staff, faculty, and neighbors, including those at off-campus facilities, by providing education and information on topics related to sexual assault. The coordinator offers a free 90-minute personal safety discussion group on safety awareness, myths and realities about sexual assault-related resources, and self-defense options. Training workshops and special information workshops provide inservice training for police, medical workers, emergency room staff, and all professionals and paraprofessionals on campus who might work with people who have been sexually assaulted. A small collection of books and articles on sexual assault is available for reference. For information, contact the Rape Prevention Education Program, Women's Resource Center, X65222.

Instructor: Neuritsa Lancaster

Consultant in Development and Training
Oakland, California

Courses: Neuritsa has taught a variety of courses for the Development and Training Division; such as Pre-Supervisory and Supervisor's Training, Leadership Effectiveness, Communicating with Confidence: A Workshop for Non-Managers, and Time Management. During the Spring Quarter, she will be offering two new classes: Constructive Feedback and Making Meetings Work.

Neuritsa received her B.A. in Psychology and her M.A. in Educational Administration from the University of California, Santa Barbara.

Neuritsa brings special knowledge of the UC system, having served as Manager of Employee Relations at UC Santa Barbara. She also has expertise in the areas of personnel, program development, and administration. Neuritsa has been a consultant for the UC San Francisco Development and Training Division for the past six years.

EMPLOYEE DEVELOPMENT

English as a Second Language

Geri van Engers
Consultant, English as a Second Language
9076 Tuesdays & Thursdays
April 11 through June 22
12 noon - 1 p.m.
Fee: $40

Build confidence in your use of English in a relaxed and supportive setting. This course, which is held twice a week, gives you the opportunity to:
☐ Strengthen your command of English grammar
☐ Learn to express yourself and your ideas comfortably
☐ Learn to recognize and correct errors
☐ Build your knowledge and comprehension of commonly used phrases and expressions

Through a variety of class activities designed for the non-native speaker in a workplace environment, you will be able to practice and improve your skills in:
☐ Oral communication
☐ Pronunciation
☐ Listening comprehension
☐ Reading
☐ Writing

Class activities will include lectures, discussion, in-class assignments, and slide shows. Course materials will be provided by the instructor. Students are encouraged to bring a notepad and their lunch to class.

Communicating with Confidence: A Workshop for Non-Managers

Neuritsa Lancaster
Consultant
9079 Thursday, May 25
9 a.m. - 4:30 p.m.
Fee: $20

Communicating positively with confidence is one of the most important qualities in successful performance on the job. This course will offer employees an opportunity to learn about the components of successful, positive communication and to practice communication skills. As a result of attending this class, you will be able to:
☐ Request information regarding your work performance
☐ Give effective instructions to others
☐ Ask for help in a way that makes it easier for others to lend assistance
☐ Clearly and directly express your concerns
☐ Recognize and make use of both verbal and non-verbal aspects of communication

Continuing education credit will be available for nurses who attend this workshop.

Career Directions at UCSF

Susan Eveleth
Career Development Specialist
UCSF Personnel Department
& UCSF Personnel Department Staff
9077 Thursdays, May 4, 11, 18
8:30 a.m. - 12 noon
Fee: $5

Setting realistic career goals, assessing work options within your organization, and taking positive action in your own behalf are difficult steps in the career development process. This three-part course encourages participants to create appropriate career development strategies for themselves at UCSF. You will be able to:
☐ Identify essential elements for individual career assessment
☐ Conduct an analysis of the UCSF organization
☐ Learn about the hiring process, the role of the Personnel Department, and the transfer and promotion procedures
☐ Review important job search skills

Telephone Etiquette Training

Cindy Sonnenberg/Dorie Brannigan
Communication Consultants
9078 Tuesday, May 23
9 - 11 a.m.
Fee: $5

Often, the first time you meet a person in business is over the telephone. The image you project over the telephone is the image that callers have of you and your department. Knowing how to use your telephone system to make a good impression can improve your job performance. The class is designed to teach you proper etiquette techniques to improve your telephone image. The training also provides useful information on how to correctly use your telephone system.

Self-Assessment for Career Planning

Susan Eveleth
Career Development Specialist
UCSF Personnel Department
9080 Thursdays, June 1, 8, 15, 22
8:30 a.m. - 12 noon
Fee: $10

In this four-part workshop you will have the chance to define and examine your work-related values, skills, and interests, to explore alternative career options, and to determine realistic career goals. The Strong-Campbell Interest Inventory is used to show you which of your interests match with members of various occupational groups. Individual counseling sessions conclude the series. The four sessions are sequential and participants who cannot attend all four sessions will be asked to register for a later series. As a result of this workshop, you will be able to:
☐ Identify your own career values
☐ Assess your interests using the Strong-Campbell Interest Inventory
☐ Identify the functional skills you currently use in your job
☐ Analyze your present job for future career development
☐ Prepare a realistic action plan

SPECIAL PROGRAMS AND SERVICES

Retirement Planning Program

Susan Eveleth
Career Development Specialist
UCSF Personnel Department &
Faricita Wyatt
Retirees' Program Coordinator
UCSF Personnel Department
9081 Mondays,
April 3, 10, 17, 24, May 1, 8
10 a.m. - 12 noon
Fee: $5

This six-part workshop is intended for UCSF employees who want to begin planning their retirement. Six 2-hour sessions focus on topics of interest in the retirement process and provide information and resources to support personal goals for the retirement years.

In this program you will be given information about:
☐ Estate planning
☐ Financial and tax planning
☐ Basic and additional University retirement systems
☐ The retirement process and continuing UC benefits
☐ Social Security eligibility and benefits
☐ UCSF Retirees' Association

Career Development Services

Career Development Services provide a variety of ways in which employees can assess their values, skills and interests, and develop strategies for realistically coping with their work environments. Workshops are available to help participants examine career directions and explore career options. In addition, employees can schedule individual counseling sessions with a Career Development Specialist to discuss career decisions. Supervisors who want to help employees plan and develop their job potential can also meet with the Career Development Specialist. The focus of these services is on the needs of UCSF working adults to clarify their own information, to promote self-advocacy, and to encourage productivity in their work life. Contact Susan Eveleth, X64032.

Course Design and Consultation Services

The Development and Training Division can assist your organizational unit with training program design. We can help you devise your own training class, or locate outside professionals who can tailor programs to meet your specific needs.

We can also bring the programs advertised in this insert to your department on request.

Finally, we can administrate and/or advertise training programs created by your unit. Please call Gayla Tyson at X64032 for further information on these services.

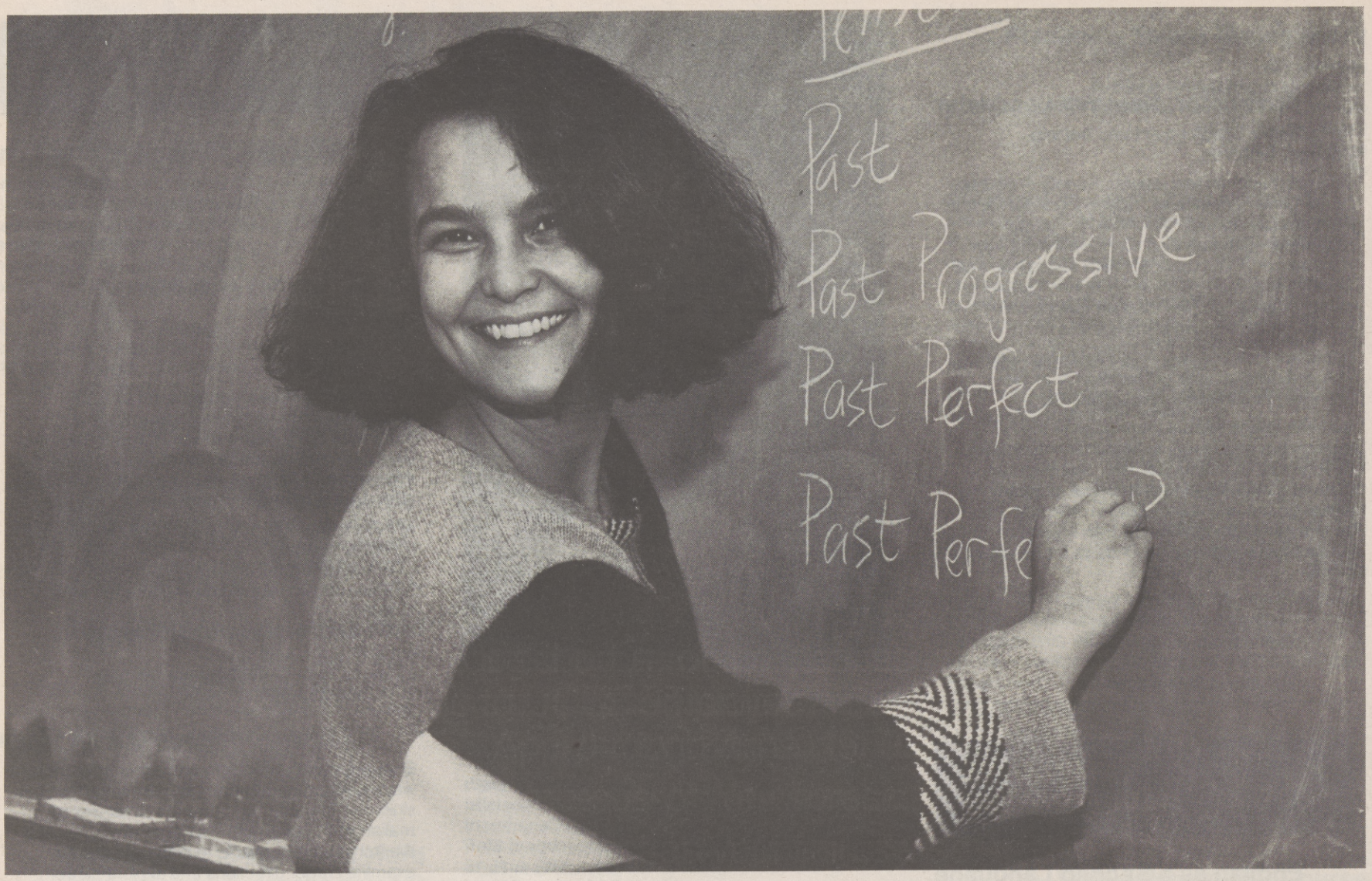
Literacy Training

A number of agencies in the San Francisco Bay Area provide literacy training services. If someone in your unit needs literacy skills (i.e., basic reading and writing for English-speaking adults), contact Project Read at the San Francisco Public Library at 621-7323 for further information. Or, if you have literacy training issues you would like to explore, call Gayla Tyson, Development and Training Division: X64032.

Reduced Fee Enrollments

A regular status employee* in a career position who meets the admission requirements of the University is eligible to attend regular session UC courses under the Reduced Fee Enrollment Program. This program provides for two-thirds reduction of both the University Registration Fee and the University Educational Fee for up to nine units or three regular session University of California courses per quarter, whichever is greater. University Extension courses and Development and Training courses are not covered through this policy. Contact Pat Coleman, X61563, for Reduced Fee Enrollment forms.

*Regular status employees are those who have completed the probationary period in a career position at 50% or greater time.



Instructor: Geri van Engers

Consultant in English as a Second Language
San Francisco, California

Course: English as a Second Language (ESL)

Geri received her B.A. in Linguistics from the University of Washington, and her M.A. in Teaching English as a Second Foreign Language from San Francisco State University. Geri has previously taught at San Francisco State University in the ESL program. Her primary interest is in adult language learning.

Geri has an understanding of her students' needs as she was born in Indonesia and lived in Holland before arriving in the United States. According to Geri, she "loves meeting people from different cultures and learning about their rich personal histories." Her current ESL class includes students from Nicaragua, Peru, Spain, Vietnam, Philippines, and Japan.

FOR DEVELOPMENT AND TRAINING INFORMATION CALL OR WRITE

Gayla Tyson, Assistant Personnel Director and Division Manager
Mary Ellen Lipinski, Training Coordinator
Susan Eveleth, Career Development Specialist
Gail Banish, Administrative Assistant
Ric Wilson, Program Assistant
Box 0834
San Francisco, CA 94143-0834
(415) 476-4032

AFFIRMATIVE ACTION STATEMENT

In accordance with applicable Federal laws and University policy, the University of California, San Francisco does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, sex, sexual orientation, age, or handicap. Inquiries regarding the University of California, San Francisco's equal opportunity policies may be directed to: Affirmative Action/ Equal Opportunity Office, University of California, San Francisco, (415) 476-4752.

ENROLLMENT PROCEDURES

Enrollment is on a first-come, first-served basis, and classes fill quickly. Classes are limited to a suitable size, and are for **UCSF employees only.**

1. Promptly fill out the Enrollment Application, **ONE PARTICIPANT AND ONE CLASS PER APPLICATION**, and return to the Development and Training Division, Box 0834.

2. If dates and times for the courses you choose are not specifically provided in this insert, please enroll in the course anyway. Development and Training will contact you when a date and time have been determined.

3. If your department is to be recharged, the budget number, budget authorization signature and your supervisor's signature is required. If you attend the course on your own time and pay your own fees, these signatures are not required. Checks should be made payable to the **UC Regents and dated the first day of the course** for which you are applying.

4. A letter confirming your enrollment and class location will be sent to you two weeks before the class is held. If you have not received a confirmation letter at least one week before the class, please call us immediately at X64032.

5. If the class is filled, you will be placed on the waiting list and notified by mail. If you have not received notification one week before the class begins, please call us at X64032.

CANCELLATION POLICY

If you determine you cannot attend a class, please call the Development and Training office immediately to let us know, so that we can schedule another interested participant into your slot. In order to receive a cash or departmental refund, the Development and Training Division requires that cancellations be made **2 full working days** in advance of the scheduled class.

WAITING LISTS

Waiting lists are only valid for the current Spring quarter. If you were put on a waiting list in the Winter quarter, you must re-apply to the class this quarter (Spring).

Please cut along the dotted line.

ENROLLMENT APPLICATION
DETACH AND RETURN TO:
DEVELOPMENT & TRAINING, BOX 0834

(please print or type)

One participant and one class per application. An application is required for enrollment even when there is NO FEE for the course. Refunds on cancelled courses are made only if cancellation occurs TWO full days before the course is held.

Current Date _____
Course Title _____ Session Number _____
Applicant's Name _____ Phone Ext. _____
Job Title _____ Mail Stop (Box) _____
Department Name _____
Applicant's UCSF Employee Identification Number _____
Fee $ _____
Paid by: (check one) ☐ Dept. _____ ☐ Personal Check To "UC Regents"
Check # _____
Check attached and dated the FIRST day of the course. ONE CHECK PER COURSE PLEASE.

Department Budget No. _ – _____ – _____ – _
Budget Authorization Signature _____
Supervisor's Signature _____

Photocopy this form if you need more copies. Please cut along the dotted line.

Feb. 25-Mar. 10, 1989

OVEREATERS ANONYMOUS MEETING: *The "How" Concept.* Speaker to be announced. N 417. Noon. Call Lia, x64251.*

FACULTY DEVELOPMENT PROGRAM: *Grantsmanship.* Panel discussion by several senior faculty members for junior faculty. Fellows, graduate students & all faculty invited. HSW 302. 3-5 p.m.

LABORATORY MEDICINE GRAND ROUNDS: *Fluorescence Excitation Transfer in Membrane Protein: Lipid Distances.* Steven Shohet, Lab. Med. L 535. 4-4:50 p.m.

TOXICOLOGY SEMINAR: *Regulation & Activation of Lung Flavin-Containing Monooxygenase.* James Whitlock, Pharmacol., Stanford. HSE 317. 4 p.m.

URORADIOLOGY CONFERENCE. M 460. 4:30-6 p.m.

7 Tuesday

COMBINED MODALITY BREAST CANCER CONFERENCE. Surg. Clin. Conf. Rm., 6th fl. A. 8 a.m.

ORAL & MAXILLOFACIAL SURGERY GRAND ROUNDS: *Principles of Orthodontic Preparation for Orthognathic Surgery.* Brad Irving, Orthodont. C 701. 8 a.m.

SFGH PEDIATRIC GRAND ROUNDS. Carr Aud., SFGH. 8-9:30 a.m.

OB/GYN & REPRODUCTIVE SCIENCES GRAND ROUNDS: *Genital HPV Infection.* Jeffrey L. Stern, Ob/Gyn & Gyn. Onc. UCSF Laurel Heights Aud. 8 a.m.

NEW EMPLOYEE ORIENTATION: *UCSF Policy, Procedures & Benefits.* Presented every other Tues. All new employees are urged to attend. S 214. 8:30 a.m.-noon. To register call Leonard Florendo, x61073. Medical Center employees call Gemma Reiser, x64846.

PSYCHIATRY GRAND ROUNDS: *History of Psychiatry Series: Focal Infection & Early 20th Century American Psychiatry.* Andrew Skull, Socio., UCSD. LPPI Aud. 11 a.m.-noon.

SFGH MEDICINE GRAND ROUNDS. Carr Aud., SFGH. 11:30 a.m.

OBSTETRICS/PEDIATRICS & ANESTHESIOLOGY CONFERENCE: John L. Kitzmiller, Ob/Gyn; Roderic H. Phibbs, Ped. & CVRI; Sol Shnider, Anes. & Ob/Gyn. M 1486. Noon.

CURRENT ISSUES IN AGING: *Rationing Health Care for the Elderly: A US Controversy.* Bernard Lo, Med. Toland Hall. 12:10-1 p.m.

VOLUNTEER ORIENTATION: To acquaint new & prospective volunteers with opportunities available in the Medical Center. HSE 336. 1-3 p.m. Call x61196.

BIOCHEMISTRY/BIOPHYSICS SEMINAR: *Studies on the 3' Untranslated UpA-rich Sequence Present in Cytokine mRNAs.* Bruce Beutler, Int. Med., U Texas & Howard Hughes Med. Inst., Dallas. HSW 301. 4 p.m.

SFGH GI-MEDICINE/SURGERY/RADIOLOGY IMAGING CONFERENCE. Rm. 1X58, SFGH. 4-5 p.m.

NEUROLOGY GRAND ROUNDS: *Hypertension & the Blood-Brain Barrier: Some Functional & Morphologic Aspects.* Henry Dinsdale, Med., Queens U, Kingston, Ont. S 664. 5-6 p.m.

8 Wednesday

PLASTIC SURGERY GRAND ROUNDS: *Problem Cases.* Alfonso Oliva, James Anthony, Richard Bruneteau & Suzanne Kerley, all Plast. Surg. Toland Hall. 7 a.m.

SFGH ORTHOPEDIC SURGERY STAFF CONFERENCE. Rm. 5K8, SFGH. 7:30-9 a.m.

MULTIDISCIPLINARY TUMOR BOARD: M 1296. 7:30 a.m. Call coordinator Michele Hinojosa, x61662.

MORNING MEDITATION: Relaxation, meditation, reflection & prayer for ourselves, others & our planet. N 733. 8-8:45 a.m. For more information call the Landberg Center, 564-3515.*

NUCLEAR MEDICINE SEMINAR. L 340. 8:15 a.m.

ENDOCRINE GRAND ROUNDS: *New Stable Isotopic Probes for Studying the Regulation of Intrahepatic Metabolic Pathways in Man.* Marc K. Hellerstein, Med. M 1486. 8:30 a.m.

FRANK HINMAN'S LATEST ART

Letters & Folds. Recent paintings by artist and retired UCSF urologist Frank Hinman. Faculty/Alumni House. 9 a.m.-5 p.m. Through May 27. Reception for the artist today, 4:30-7 p.m.*

AIDS/HIV 1989—OVERVIEW & UPDATE: *Intravenous Drug Use & Substance Abuse.* Steven Batki, Psychr. & Subst. Abuse Serv., SFGH. Cole Hall. Noon-1 p.m.

BROWN BAG LECTURE SERIES: *Women's Work: Veiled & Voluminous—But Is It Valued?* Afaf I. Meleis, Ment. Hlth. & Comm. Nurs. See Working Women's Week under Mar. 6 for other women's events. HSW 300. Noon-1 p.m. Call x64394.*

PARNASSUS AL-ANON MEETING: For friends & families of alcoholics. C 517. Noon-1 p.m.*

HEAD & NECK TUMOR CONFERENCE. A 723. 1 p.m.

PHYSIOLOGY/ENDOCRINOLOGY/CELL BIOLOGY/PHARMACOLOGY SEMINAR: *Molecular & Genetic Analysis of Cytoskeletal Elements in Drosophila.* Larry Goldstein, Bio., Harvard. HSW 300. 4 p.m.

VASCULAR SURGERY GRAND ROUNDS. 7 Long Solarium. 4-5:30 p.m.

TRISERVICES CARDIOLOGY CONFERENCE. L 1361. 4:30-5:30 p.m.

SFGH GI-MEDICINE/SURGERY PATIENT CARE CONFERENCE. Rm. 4H2, SFGH. 4:30 p.m.

CHILD NEUROLOGY CONFERENCE. M 666. 4:30 p.m.

9 Thursday

MEDICINE GRAND ROUNDS: *Cell Biology & the Genetics of Alcoholism.* Ivan Diamond, Neuro., Ped., Pharmacol. & Gallo Ctr. Toland Hall. 8-9 a.m.

SFGH NEUROLOGY-NEUROSURGERY CONFERENCE. Rm. 4H2, SFGH. 8-9 a.m.

OPHTHALMOLOGY GRAND ROUNDS: *Oncogene from Bench to Bedside.* J. Michael Bishop, Hooper Fdtn., Microbio/Immuno. & Biochem. Preceded by case presentations: *Ocular Oncology*. S 214. 8:15-10 a.m.

PEDIATRICS GRAND ROUNDS: *Interventional Cardiology.* Paul Stanger, Ped. Cardiol. & Path. S 664. 8:30-9:30 a.m.

SFGH TRAUMA CENTER CONFERENCE. Rm. 4H2, SFGH. 9-10 a.m.

OCCUPATIONAL & ENVIRONMENTAL MEDICINE GRAND ROUNDS: *Lab Animal Allergy.* Sarah Royce, Occ. Med. Bldg. 30, 5th fl., SFGH. 9:15-10:45 a.m.

PRIMARY CARE LECTURE SERIES: *HIV Testing.* Bernard Lo, Med. *MediCal/Medicare—National Health Insurance.* Joseph Barbaccia, Med. A 455. 10 a.m.-noon.

PEDIATRIC TUMOR BOARD. L 34. 11 a.m.-12:15 p.m.

AIDS/HIV 1989—OVERVIEW & UPDATE: *The Future of AIDS.* George W. Rutherford, Ped. & Epid. & Intl. Hlth. Cole Hall. Noon-1 p.m.

GERIATRIC GRAND ROUNDS: *The Most Common Geriatric Disease.* James Davis, Med. Herbst Hall, Mt. Zion. Noon.

NEURO-ONCOLOGY TUMOR BOARD. L 34. 12:30-1:30 p.m.

CRI/HEMATOLOGY-ONCOLOGY GRAND ROUNDS: Don Northfelt, Hemat/Onc. M 1296. 1-2 p.m.

CLINICAL ONCOLOGY CONFERENCE. M 1296. 2 p.m.

PROCTOR FOUNDATION SEMINAR. S 318. 3 p.m.

NEURORADIOLOGY GRAND ROUNDS. HSW 303. 4-5 p.m.

MEDICINE/SURGERY ADULT CARDIAC CATHETERIZATION CONFERENCE. L 1161. 4-6 p.m.

ORTHOPEDIC SURGERY STAFF CONFERENCE. A 630. 4-5 p.m.

PRIMARY CARE GRAND ROUNDS: *Update on DVT.* Terrigal Burn, Med. A 455. 4:30 p.m.

RADIOLOGY GRAND ROUNDS: *Endovaginal Sonography.* Edward A. Lyons. Radiol., U Manitoba. HSW 301. 5:15-6:15 p.m.

COLE HALL CINEMA: *Bird.* The passion, beauty & elusive spirit of Charlie Parker's jazz saxophone. Children under 14 $2; UCSF employees (today only) & students, seniors & MU members $2.50; general $3. Cole Hall. 5:45 & 8:45 p.m.*

ALCOHOLICS ANONYMOUS MEETING: All are invited. LPPI A220. 6 p.m.*

DESERT SLIDES

Desert Travel Slide Show. Steve Tabor's desert hiking techniques & problems. Sponsored by Outdoors Unlimited. HSW 300. 7:30 p.m.*

10 Friday

SFGH MAXILLOFACIAL TRAUMA CONFERENCE. Rm. 4H4, SFGH. 7-7:30 a.m.

PREVENTING BATTERING DURING PREGNANCY

Prevention of Battering During Pregnancy. Workshop for health care professionals sponsored by North Coast Perinatal Access & SF Hlth. Dept. UCSF Laurel Heights. 8:30 a.m.-5 p.m. $30. Call 554-2562.*

PHARMACEUTICAL CHEMISTRY 221 SEMINAR: *Inhibition of Human Liver Microsomal Epoxide Hydralase by a Non-Epoxide Drug.* Rene Levy, Pharm., U Washington. S 1364. 11 a.m.

HEALTH POLICY IN THE 1990'S & BEYOND: *National Health Insurance in America: Can We Practice With It? Can We Practice Without It?* Kevin Grumbach, Fam. Med. & CA Physician's Alliance. Toland Hall. Noon-1 p.m.

REPRODUCTIVE BIOLOGY SEMINAR. M 1486. Noon.

PATHS OF HEALING & WHOLENESS SEMINAR: *Working Women & Sex.* Linda Alperstein. See Working Women's Week under Mar. 6 for more women's events. N 517. Noon-1 p.m.*

ALCOHOLICS ANONYMOUS MEETING: All are invited. HSE 336. Noon-1 p.m.*

RADIATION ONCOLOGY RESEARCH LABORATORY SEMINAR: *Target Cell & Mode of Radiation Injury to the Salivary Gland.* K. Kian Ang, Radiother., U Texas. CED 200. 12:30 p.m.

BENNETT LECTURE

Possible Roles of Peptides in Neuronal & Non-Neuronal Function. Thomas Hokfelt, Karolinska Inst., Stockholm. Tenth Annual Leslie L. Bennett Lecture. Cole Hall. 1 p.m.*

COLE HALL CINEMA: *Bird.* The passion, beauty & elusive spirit of Charlie Parker's jazz saxophone. Children under 14 $2; UCSF students seniors & MU members $2.50; general $3. Cole Hall. 6:30 & 9:30 p.m.*

CONTINUING EDUCATION

MEDICINE
Call x65208 for further program information, x65808 for registration information, unless otherwise noted.

Advances in Endocrinology & Metabolism. Holiday Inn Union Square, SF. Mar. 8-9.

Gynecologic & Genitourinary Tract Cytopathology. HSW 300. Mar. 9.

Risk Factors for Cardiovascular Disease: Lipids, Diabetes & Hypertension. Holiday Inn, Union Square. Mar. 10-11.

Annual Review in Family Medicine: Pharmacotherapeutics in Primary Care. Stanford Court Hotel, SF. Mar. 29-31.

Advances in Emergency Medicine. Stanford Court Hotel, SF. Apr. 5-7.

Advances & Controversies in Clinical Pediatrics. Mark Hopkins Hotel, SF. Apr. 6-8.

Work & Mental Health. Holiday Inn Union Square, SF. Apr. 14-15.

Tenth Annual Advances in Infectious Diseases: Current Therapy. Stanford Court Hotel, SF. May 3-5.

Advances in Internal Medicine. Hyatt Regency, SF. June 12-16. At UCSF. June 26-30.

Gastroenterology: Recent Developments in Theory & Practice. Hyatt on Union Square, SF. June 14-16.

DENTISTRY
For further information call x61101.

What's New in Restorative Materials? C 701. Mar. 4.

Endodontics. C 701. Apr. 1.

HIV+ SUPPORT GROUPS

Anonymous groups for people who have tested HIV positive but have not developed symptoms of AIDS or ARC. Sponsored by UCSF AIDS Health Project.

Weekly Group for UCSF Employees. Tuesdays at noon. Call facilitators Marty Kortebein or Bruce Flynn, x62621.

Positives Being Positive. Groups for the community meet regularly. Call x63902.*

WOMEN'S PROGRAMS

Sponsored by UCSF Women's Resource Center unless otherwise noted. For further information call x65836.

SUPPORT GROUPS
Drop-in noon-time support groups for women working or studying at UCSF.

Jewish Women's Support Group. A 326. Tues., Mar. 14 & 28.

General Women's Group for Growth & Support. N 517. Mon., Mar. 13 & 27.

Women of Size Support Group. C 209. Mon., Feb. 27 & Mar. 13.

Lesbian Lunch Group. C 130. Mon., Mar. 6 & 20.

Circle of Sisters. C 130. Black women's group. Fridays.

Latin Women Coalition. C 209. Wed., Mar. 29.

Working Mothers Support Group. For mothers at UCSF with children 18 months or younger. L 192. Tuesdays. Sponsored by Faculty, Staff & Student Assistance Program. For more information call Nicole Child, x68900 or Emanuelle Gomez, x68279.

WORKSHOPS
For campus women & the general public. Fees on sliding scale. Pre-registration required.*

No More Stares: Unlearning Disability Stereotypes & Assumptions. C 130. Mon., Feb. 27. 5-8 p.m. $10-$25, but no one turned away for lack of funds.

TEAR GAS CLASSES

Tear gas certification by UCSF Police Dept. Personal Safety Prog. Held in the Personnel Conference Rm., 1350 7th Ave. $12. Pre-registration required. Call x65683.*

Tues., Mar. 21. 6-9 p.m.
Sat., Apr. 22. 9 a.m.-noon.

CPR CLASSES

UCSF CPR Center's 3-4 hour course in basic cardiopulmonary resuscitation. Sat., Mar. 4.; Fri., Mar. 17. Held in N 229 beginning at 9 a.m. $20. For information & registration call x61817.*

HELP ELIMINATE SCHEDULING CONFLICTS

In order to help the campus avoid conflicts in scheduling important events, the News & Public Information Services Department has a computerized calendar. It is suggested that faculty, students and staff call x61541 when they are planning an event to make sure nothing has been scheduled for that date. Please note that in order to reserve campus conference rooms and auditoriums, it is still necessary to call Millberry Union at x62571, Room Reservations at x64436, Faculty/Alumni House at x64723, Laurel Heights at x68100 or the individual school or department.

***Open to the public.**

Benefits/Personnel

Feeling Alone and Unconnected? How About Joining a Support Group?

If you're struggling with some aspect of your life, it probably feels like you're the only one in the world with this problem, right? And that probably makes you feel lousy, also right?

But the odds are pretty good that somewhere out there, someone else is struggling with a similar issue. Maybe even *many* people are struggling with the same issue. If you could talk to these people, you'd realize you weren't alone in this, and already you'd feel better about it. Maybe together you could find solutions. That's what support groups are about.

There are a number of support groups offered through various UCSF agencies. Check the following list, and see if it has what you need. If not, try calling FSSAP, the Faculty, Staff and Student Assistance Program at x68279. They can provide information on resources all over the Bay Area; or they may even be interested in setting up a group here on campus to match your needs.

Most of these take place during the noon hour. Come and bring your lunch:

- **Lesbian Lunch Group**—"Guarantees at least one laugh per person." Meets first and third Monday of month from noon to 1 p.m. in C 130. Also meets for occasional potluck dinners.
- **Gay Men's Union**—Monthly unscheduled programs on topics of interest, plus social events at restaurants and homes. Call Fred McEnroe, x65186.
- **General Women's Support Group for Growth and Support**—"The only requirement is to maintain confidentiality." Meets every other Monday (March 13, etc.) from noon to 1 p.m. in C 213.
- **Latin Women Coalition**—Faculty, staff and students welcome. Meets last Wednesday of month from noon to 1 p.m. in C 209.
- **Black Caucus**—For entire black community on campus. Handles black issues, sponsors events. Call Joanne Lewis, x62496.
- **Jewish Women's Support Group**—"Whether you are religious or not, come spend an hour with us." Meets every other Tuesday (March 14, etc.) from noon to 1 p.m. in A 126.
- **HIV Positive Support Group**—Meets every Tuesday at noon. Call x62621.
- **Women of Size Support Group**—"Come share and grow in acceptance of ourselves." Meets every other Monday from noon to 1 p.m. March 13 in C 209; April 10 through May 22 in N 527.
- **Rape Survivors**—Safe, supportive environment for survivors of sexual assault. 12 weekly sessions. Call x65222.
- **Circle of Sisters**—Weekly discussion group for black women working and studying on campus. Meets Fridays from noon to 1 p.m. March 3, 10 & 17 in C 130; March 31 and after in C 213.
- **Working Mothers Support Group**—For mothers at UCSF with children 18 months or younger. Meets Tuesdays from noon to 1 p.m. in L 192.
- **Nursing Affirmative Action Committee**—Welcomes all ethnic nurses to participate for ideas and support. Call Debbie Yano-Fong, x65331.

Any other groups we missed? Let us know: x61541.

How are the Funds Performing?

For those invested in the additional savings programs, here are the latest unit values and monthly factors (as of January 31, 1988):

- *Accumulation Unit Values*
  Equity Fund: $55.14 (7.1%)* (13.94%)**
  Bond Fund: $33.90 (2.1%)* (5.59%)**
- *Monthly Factors*
  Savings Fund: .0070 (8.68%)***
  Money Market Fund: .0063 (7.79%)***
  GIC Fund: .0075 (9.39%)***

*Percentages represent change in unit value from previous month.

**Percentages represent total percentage increase over previous 12-month period.

***Percentages represent the most recent returns expressed as an annualized rate. The money market and savings rates change monthly.

Questions, call x61400.

Jobs

The Personnel Department, located at 1350 Seventh Avenue, is open to receive applications every weekday from 8 a.m. to 5 p.m. with extended hours on Wednesdays, 8 a.m. to 6:30 p.m. Details of jobs listed below are available in the UCSF Employment Opportunities flyers. Copies are distributed campuswide and also are posted at the Personnel Office and in the main lobby of Moffitt Hospital.

Key to union codes:
AFSCME: CX—Clerical and Allied Services
EX—Patient Care Technical
SX—Service
CNA NX—Registered Nurses

Sciences & Laboratory

Clinical Laboratory Technologist. Clinical Laboratories/Laboratory Medicine - SFGH. #M-C50440. $14.75-$22.13/hr. Open Until Filled.

Staff Research Associate I or II. Cancer Research Institute. #M-F59525. $1,883-$2,256 or $2,117-$3,175. Filing Deadline: 3/1/89.

Staff Research Associate I. Anatomy. #M-F60880. $1,883-$2,256. Filing Deadline: 3/1/89.

Staff Research Associate I. Anesthesia. #H-A52696. $1,883-$2,256. Open Until Filled.

Staff Research Associate I. Laboratory Medicine - VAMC. #M-L62699. $1,883-$2,256. Open Until Filled.

Staff Research Associate I. Medicine - VAMC. #M-C61610. $1,883-$2,256. Open Until Filled.

Staff Research Associate I. Medicine/Infectious Diseases - SFGH. #M-C54914. $1,883-$2,256. Open Until Filled.

Staff Research Associate I. Medicine/Infectious Diseases. #M-C61143. $10.82-$12.97/hr. Open Until Filled.

Staff Research Associate I. Neurology. #M-C62360. $1,883-$2,256. Filing Deadline: 3/1/89.

Clerical

Administrative Assistant III-Supervisor. Surgery. #M-L60445. $2,099-$2,524. Filing Deadline: 3/1/89.

Project Assistant III. LPPI - 370 Hawthorn Avenue, Oakland. #V-W60410. $12.01-$14.44/hr. Open Until Filled.

Administrative Assistant II. Biochemistry. #M-L4690. $1,837-$2,192. Filing Deadline: 3/1/89.

Housing Assistant II. Student Housing. #V-H47314. $1,837-$2,192. Filing Deadline: 3/1/89.

Accounting Assistant I. Accounting - CED. #V-H53092. $1,618-$1,917. Open Until Filled.

Library Assistant II. Library. #V-H53557. $1,618-$1,917. Open Until Filled.

Principal Clerk. Ob/Gyn - SFGH. #M-W52875. $9.30-$11.02/hr. Open Until Filled.

Principal Typist Clerk. LPPI - SFGH. #V-W60397. $9.30-$11.02/hr. Open Until Filled.

Secretary II. Stomatology: Oral Biology. #V-B62568. $9.30-$11.02/hr. Open Until Filled.

Senior Word Processing Specialist. LPPI - SFGH. #V-W59430. $9.30-$11.02/hr. Open Until Filled.

Engineering

Assistant Environmental Health & Safety Technologist. School of Pharmacy: Clinical Pharmacy - SFGH. #V-S61213. $14.20-$17.14/hr. Filing Deadline: 3/8/89.

Custodial

Custodian Supervisor. Millberry Union Recreation. #V-H66701. $1,875-$2,142. Filing Deadline: 3/8/89.

Senior Custodian. Environmental Services. $1,531-$1,799. Filing Deadline: 3/1/89.

Recreation

Assistant Recreation Supervisor(Massage Coordinator). Millberry Union Recreation. #V-H60025. $8.83-$10.39/hr. Filing Deadline: 3/1/89.

Health Care

Senior Clinical Laboratory Technologist. Clinical Laboratories/Laboratory Medicine - SFGH. #M-C51275. $3,108-$4,667. Open Until Filled.

Clinical Nurse III/IV. Transplant Service. #M-L49386. $2,989-$3,696 or $3,442-$4,271. Open Until Filled.

Clinical Laboratory Technologist. Ob/Gyn - SFGH. #M-W53041. $2,567-$3,850. Filing Deadline: 3/1/89.

Physical Therapist I. Physical Therapy. $2,567-$3,850. Open Until Filled.

Clinical Nurse II. ACC: Dermatology. #H-C60918. $2,855-$3,361. Filing Deadline: 3/1/89.

Hospital Clinical Laboratory Technician II. Anatomic Pathology. #H-C69153. $2,461-$2,966. Filing Deadline: 3/1/89.

Hospital Laboratory Technologist II. Pediatrics. #M-C62315. $2,461-$2,966. Open Until Filled.

Ultrasound Technician. Pediatrics. #M-C59547. $13.44-$16.22/hr. Open Until Filled.

Respiratory Therapist I/Registered Respiratory Therapist. Respiratory Therapy/Anesthesia - SFGH. $2,127-$2,558 or $2,330-$2,809. Open Until Filled.

Respiratory Therapist I/Registered Respiratory Therapist I. Respiratory Care Service. $2,127-$2,558 or $2,330-$2,809. Open Until Filled.

Hospital Anesthesia Assistant II. Anesthesia. #H-A63035. $10.48-$12.51/hr. Open Until Filled.

Hospital Unit Service Coordinator III. Nursing. $9.80-$11.64/hr. Open Until Filled.

Administrative/ Professional

Management Services Officer III. Medicine/General Internal Medicine. #M-C69815. $3,108-$4,667. Filing Deadline: 3/8/89.

Management Services Officer III. Ob/Gyn - SFGH. #M-W52876. $3,108-$4,667. Filing Deadline: 3/8/89.

Principal Administrative Analyst I. Vice Chancellor: Business & Fiscal Services. #V-B18970. $3,108-$4,667. Filing Deadline: 3/1/89.

Psychologist II. Pediatrics/Behavioral & Developmental Pediatrics. #M-C62712. $3,108-$4,667. Open Until Filled.

Senior Administrative Analyst. Office of Research Affairs - Laurel Heights. #V-H5678. $2,825-$4,242. Open Until Filled.

Staff Pharmacist I. Pharmaceutical Services. #V-S52938. $2,825-$4,242. Open Until Filled.

Administrative Analyst. Quality Assurance Program. #H-P45320. $2,333-$3,500. Filing Deadline: 3/8/89.

Buyer II. Materiel Management - 612 Forbes Blvd., SSF. #V-S62499. $2,333-$3,500. Open Until Filled.

Buyer II. Materiel Management - 612 Forbes Blvd., SSF. #V-S62288. $2,333-$3,500. Open Until Filled.

Public Administration Analyst. School of Nursing: Institute for Health & Aging - Sacramento, CA. #V-H68604. $2,333-$3,500. Open Until Filled.

Academic

The Senior Vice Chancellor - Academic Affairs distributes an Academic Employment Opportunities bulletin on a monthly basis to all UCSF departments. You may obtain a complete description of open academic positions from Academic Affairs, Room U 162, UCSF, (415)476-2529. Positions are located on the Parnassus campus unless otherwise noted.

Full Professor. Stomatology. #D-110. Open until filled.

Assistant Research Immunologist. Transfusion Research Program, Laboratory Medicine. #M-858. Open until filled.

Associate Clinical Professor. Emergency Services, Medicine, SFGH. #M-859. Open until filled.

Assistant Professor in Residence. Epidemiology & International Health, VAMC. #M-865. Filing Deadline: 8/30/89.

Assistant Professor in Residence. Magnetic Resonance Unit, Radiology, VAMC. #M-867. Open until filled.

Assistant/Associate Professor in Residence. Surgery, VAMC. #M-869. Open until filled.

Assistant/Associate/Full Clinical Professor. Emergency Services Division, Medicine, SFGH. #M-870. Open until filled.

Assistant Professor in Residence. Cardiology Section, Medicine, VAMC. #M-871. Open until filled.

Assistant Professor in Residence. Electrophysiology Section, Division of Cardiology, Medicine. #M-872. Open until filled.

EMPACT!

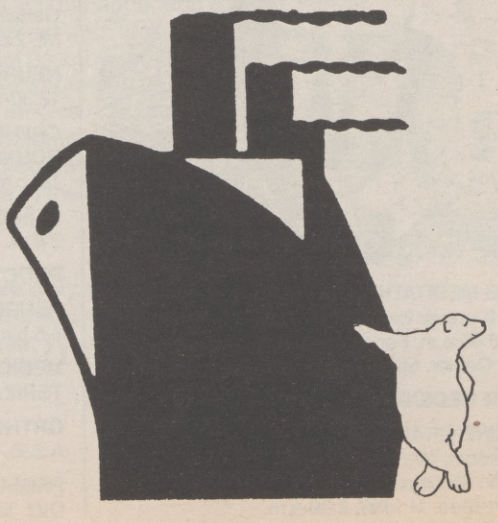
Win a Cruise to Alaska! A Party for 40 on a Yacht! A 49ers Practice Jersey!

Just when you thought life was bottoming out, EMPACT! comes along and offers you the opportunity for a 12-day cruise to Alaska for two. Or a catered party for 20 couples aboard a luxury yacht. Or a weekend at a Sonoma or Napa bed & breakfast. Or a Calistoga mud bath. Or a new Sony TV. Or—perhaps best of all—a real practice jersey worn by a real 49er! (Washed first.)

Yes, EMPACT! is having the raffle drawing of the century on Chauncey Leake Day, Thursday, May 11. But you can buy tickets—for $1 each—starting next Wednesday, March 1, at the MU Central Desk.

Even if you have no desire for cruises or yachts or mud baths (or one of many other prizes we haven't even told you about yet), maybe you would like to buy a ticket or two in order to support EMPACT! What you may not realize is that EMPACT! is designed to be an employee co-op; i.e., run and supported by employees. Thus, the hope is that we'll raise $10,000 to keep the club going strong this year.

If you *really* want to show your support, you could volunteer to sell tickets. This would be at ticket booths during lunch hours, etc. Prior to the big drawing in May there will be a series of smaller drawings—also for very fine prizes—just for volunteers. Call EMPACT! at x66932 if you can help out.



Medsounds Continued

Our Midwives Are Gaining An International Reputation

The other day, nurse midwife Elinor Hein received this charming note and photos from a former patient, Yoko Ito, who has now returned with her family to their home in Japan:

Dear Ms. Elinor,

Do you remember me?

I was your patient and delivered of my younger daughter, Tsubasa, at UCSF. My husband, Masami, worked in UCSF as a neurosurgeon.

We returned back to Japan in last July. In winter, it's very cold in Japan. So, I sometimes long to return to S.F. It's very comfortable place for living. I think.

I greatly thank to you that I could be delivered of Tsubasa safely.

You always gave comfort to me.

I appreciate your help.

Now, our family are very healthy and have a happy day.

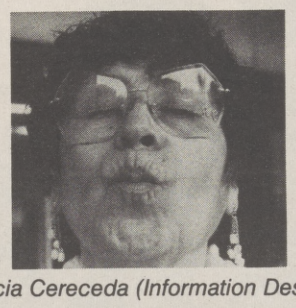
Give our regards to other CNMs (certified nurse midwives) and OB-GYN Group secretaries.

God Bless You All. Sincerely, Yoko Ito

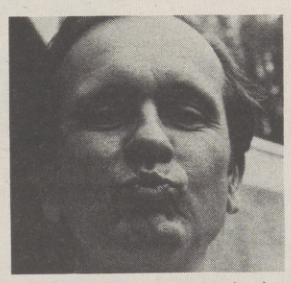
"These are my daughters, Tsubasa and Haruka."

This is the second in a series of articles to acquaint you with the Med Center's midwifery program. If you missed the first article in January, here's a quick review: The program comprises four certified nurse midwives—Elinor Hein, Nancy Outzs, Gina Jensen-Hill and Linda Robrecht—who offer obstetrical services in association with ACC's Ob/Gyn faculty practice. Their emphasis is on a strong personal relationship with the mother from early pregnancy to post-partum, with lots of attention paid to teaching and preparation for birth and motherhood. Many people assume the midwifery option is available only for moms with problem-free pregnancies. Not so, say the midwives. That will be the subject of the next article.

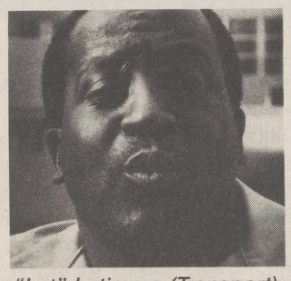
These Were the Kissers



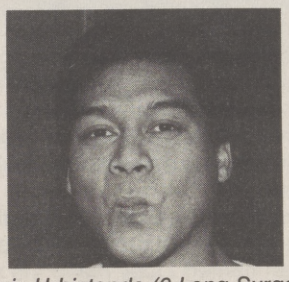
Alicia Cereceda (Information Desk)



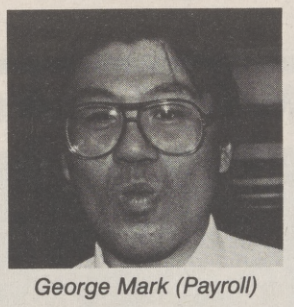
Bill Kerr (Administration)



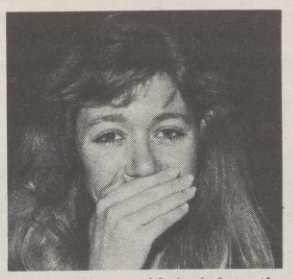
"Lat" Latimore (Transport)



Dennis Urbiztondo (6 Long Surgery)



George Mark (Payroll)



Gemma Rieser (Administration)

But Who Were the Winners?

"You See Flowers" co-owner Julie Ott (center) not only is generous (they donated the prize), but she puts up with some strange photo shoots.

Of all the people who entered the Valentine's "Guess the Lips" Contest, no one got the answers right—except for the staff of Nursing Administration, who practically all entered, and who practically all got the right answers. The interesting thing was, although the names of the contestants were different on all their entries, the handwriting was suspiciously similar. "No one said we couldn't collaborate," said one of the entrants. You're right, they didn't, and you win—all 10 or 20 of you. (Now see what you can do with 12 roses.)

New Laser Erases Birthmarks

A new laser in the Dermatology Clinic on the third floor of ACC can remove disfiguring birthmarks—known as port wine stains—without causing scarring or pain.

About one in 300 persons is born with port wine stains, which are caused by abnormal growth of blood vessels within the skin. Perhaps the most notable is Mikhail Gorbachev, whose port wine stain is splashed on the crown of his head.

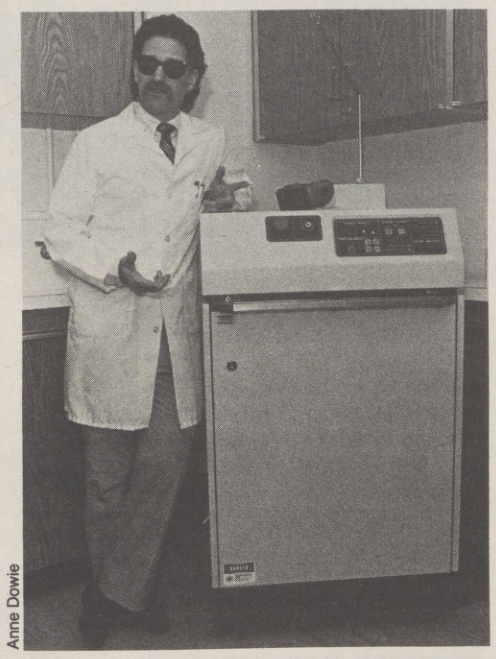
These birthmarks now can be removed with a new dye laser that pinpoints and vaporizes the unwanted vessels. No anesthesia is required, as the only sensation from the laser is comparable to a light snap of a rubber band. Treatment can be completed in a series of outpatient visits, depending on the size of the mark, says Roy Grekin, MD, UCSF chief of dermatological surgery.

The Derm Clinic is the only center in Northern California with the dye laser, and it will begin treating patients at the end of February.

The way the laser works is that a yellow-orange dye inside the laser focuses light energy within a specific wavelength that is only absorbed by the color red—in this instance the blood vessels. In the process of absorption, the energy is converted to heat, which vaporizes the unwanted vessels. The laser pulse is so brief, not enough heat escapes to damage surrounding tissue.

The laser passes through the skin without harming a hair. The laser is so selective, says Grekin, that if aimed at a red balloon blown up inside a white one, it would pass through the white and burst only the red balloon.

The procedure also works on certain skin tumors made up of blood vessels, says Grekin. It is not used, however, on leg veins. For further information call x62051.



Anne Dowie

Roy Grekin, accessorized for laser surgery

We Love These "Present the Check" Photos

Steve Fugaro and Liz Terra (left and second from left) are the respective medical director and director of the Med Center's Executive Registry, pictured here with two of their guests at the Registries' national meeting held here last week. Our Registry is part of an international network that facilitates health care for traveling executives. In other words, if an executive from a member corporation is in a major city away from home and suddenly needs health care, the local Registry will arrange for help in a hurry. And what about the check? It's nothing, really. Just someone's lunch reimbursement check Liz happened to have in her hand when the photo was snapped.

Spring Courses Include New Workshop

In this issue of *Newsbreak* you will find a pull-out center section listing all the spring courses being offered by Development & Training. One course of particular interest begins Friday, March 31. It is a new half-day program entitled "Supervising in the Workplace: Managing Employees with Problems." The course also is available upon request to individual departments or units that can enroll at least 20 supervisors.

Meet the Director *(continued)*

Also, what is the basis for our dress code? Why don't (or can't) Respiratory Care workers wear scrubs, since our clothes become soiled due to the fact that we are exposed to all the same substances as those who do wear scrubs?

- **From the Outpatient Pharmacy**—We're wondering when and if it will become mandatory for MediCal patients to present their stickers when they pick up their medications? The way it is right now (not mandatory), we end up absorbing costs because the system is abused.
- **From several departments**—We're getting a lot of fumes, apparently from the Langley Porter construction. Can something be done about this?

UCSF Medsounds

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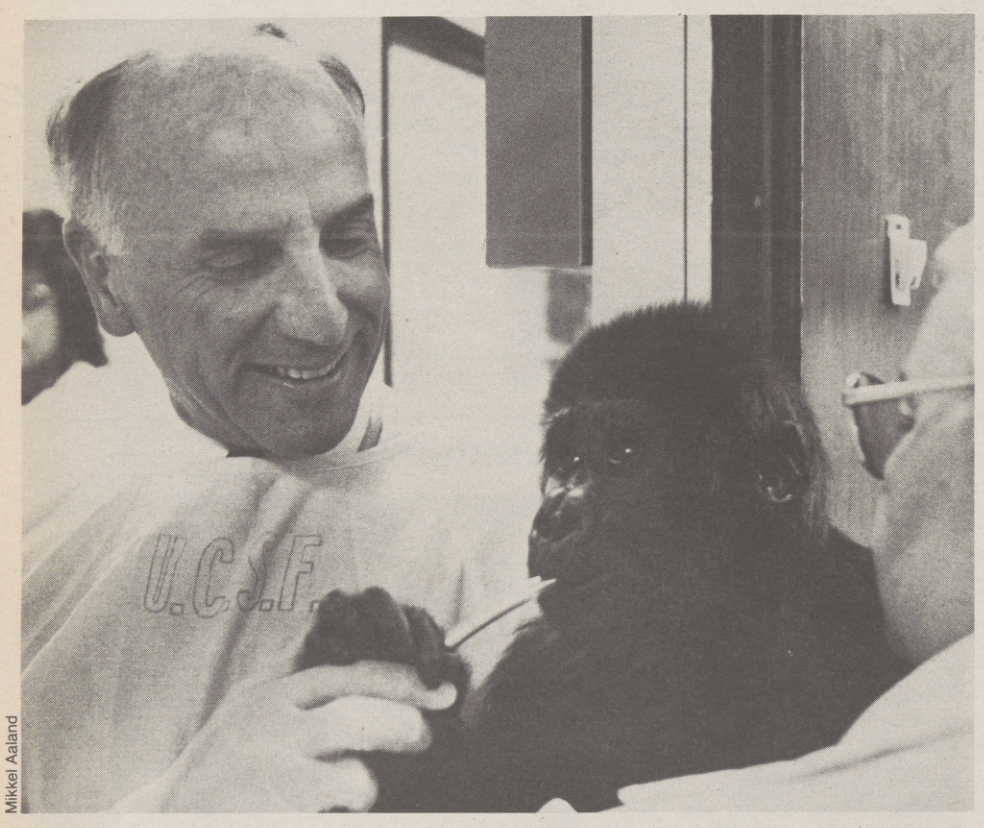
Paws Here for a Few Tails



Mikkel Aaland

Mikkel Aaland

Every once in a while, when the SF Zoo veterinarian has a particularly perplexing problem with one of the animals, he'll call us for help. Not long ago we removed a penguin's kidney stones with the ultrasonic technique called lithotripsy. Now, here's Binti Jua, an 11-month-old gorilla who came in last week for tests to see why she was having trouble swallowing.

A cine-CT scan and barium study showed that she has a mild "sliding hiatal hernia," concluded radiologist Charles Gooding (holding Binti), explaining that a portion of her stomach briefly protrudes through the diaphragm into the chest, partially blocking the esophagus. The condition also is seen in humans and may correct itself with time in youngsters. Hopefully, this will be the case with Binti. For now, the treatment will consist of smaller, more frequent feedings, and closely monitored progress.

Sometimes, instead of animals being brought to us for help, the *animals* are the ones who do the helping. The Med Center is the home of an Animal Assisted Therapy Program that regularly brings animals to visit adult patients on 7 Long.

This scene took place on Valentine's Day, when a beribboned cat named Cody and a dalmatian named Libby made the rounds to see if they could get a few hugs. Patient Michael Rig of San Francisco was more than willing to comply. As a matter of fact, Michael—who is deaf—and Cody had absolutely no trouble communicating.

In addition to cats and dogs, the animal visitors sometimes include guinea pigs, rabbits and even turtles. The animals have a remarkable way of taking patients away from their troubles, observe members of the 7 Long staff. "They seem to touch people's hearts like nothing else can."

Environmental Services: Why Aren't Infectious Patients Identified?

At the most recent "Meet the Director" meeting with Bill Kerr, Environmental Services' Bill Pitts asked why infectious patients weren't labeled as such, to protect employees from exposure.

The question brought up the subject of Universal Infection Precautions, a policy which states that *all* patients should be considered potentially infectious, regardless of what is known. Although the policy began developing here a year and a half ago, it became official on a national basis only last July. Thus, people are still becoming acquainted with this new philosophy. According to infection control nurse Marilyn Jordan, it wouldn't hurt a bit to print a public reminder of the UIP fundamentals.

Universal Precautions means that patients no longer are individually identified as being infectious. "Instead of trying to figure out who is and who isn't, we assume all patients have the potential for being infectious," says Marilyn. "There are too many cases in which a patient enters the hospital with a known, not necessarily infectious, condition; then later is identified as being infectious for another reason. By using universal precautions from the beginning, overall risk of exposure is greatly reduced."

The precautions include:

- Using the appropriate barriers (gloves, goggles, etc.) for any contact with body fluids, moist body parts or any item contaminated with body fluids.
- Handling all linen as potentially infectious.
- Washing hands before and after all patient or specimen contact.
- Placing used needles immediately in the separate containers provided for this purpose.
- Wearing masks where TB or other airborne infections exist (which are identified).
- Getting your hepatitis vaccine if you have frequent contact with blood. (See story below.)

These same guidelines apply to everybody, whether they are on the nursing staff, environmental services staff or elsewhere. Inservice training from the infection control department also is available to everybody. If you feel you have had inadequate instruction in Universal Precautions, talk to your supervisor. The Infection Control staff makes themselves readily available for consultation.

The following are samples of some other topics that came up at the meeting. These and more questions are answered in the summary of the meeting that will reach your department any day now. If you don't see it publicly displayed, ask your supervisor.

- **From Respiratory Care**—We have a definite staffing/recruitment problem because the salary here is commensurate to other hospitals, but the work is more intense.

(continued on page 7)

Get Your Free Hepatitis B Vaccine

"People worry about AIDS, but more people should be worried about Hepatitis B," says infection control nurse Marilyn Jordan. "The statistics for contracting Hepatitis B from an accidental needle prick are very high—one in four or five. Not enough people take advantage of our vaccination program here. It's free for anyone who has frequent contact with blood."

The vaccine is made by growing virus in yeast cells and preparing antibody from this. There is no contact with blood or blood products involved, unlike earlier Hepatitis B vaccine. The vaccination provides immunity for approximately three to five years if you complete the three-injection series. No appointment is needed to begin the series. Just show up at Employee Health anytime between 8:30 a.m. and 4:30 p.m. Monday through Friday, Room 440 in the ACC.

Marilyn says she's getting a great film on Hepatitis B, starring the cast of St. Elsewhere. She'll have it in her hands in March, at which time it will be available to any interested group.

If you have any questions about this or any infection topic, please call the infection control department, x65793.

Here's Mary and the Many Merry Balestreris

The occasion is Mary Balestreri's (center) retirement from the Medical Center, where she has worked for 21 years, including the past 13 in the Diagnostic Center.

Helping celebrate are several other members of the Balestreri family, all of whom work or worked here (or may in the future): Clockwise from left front are Administration's Kathy Balestreri, who is Mary's daughter-in-law; Kathy's baby Tony, who is being groomed for Bill Kerr's job; Mary's son (and Kathy's husband) Peter, who worked in Clinic Supply many years ago; Mary's son-in-law Harry Ewing, who worked in the Animal Care Facility; and Mary's daughter Barbara Lockwood, chief switchboard operator.

Of course, there is also Kathy's mother, Kay Page, who worked in the School of Dentistry for seven years before she retired, and two or three cousins who worked in the ACC. "I think that's all the relatives," says Kathy. "But Mary and I have done our part to keep the personnel department well-supplied with all the friends we've referred here over the years."

Emergency Phone Backup System

Telecommunications manager Marty Gustafson sends word that an emergency phone backup system is being installed throughout the Medical Center.

The phones, which will be labeled "emergency only," are designed to be used only if the entire 476 switch is down. Most of the backup phones are limited to 911 and intra-hospital calls to phones in the same system. A directory of numbers that can be dialed will be provided.

When the system is complete, the phones will be located in all nursing stations, critical care and other vital support areas.

If you have questions, call Marty at x65050.